



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Discretionary, Competitive Projects

Bureau/Office

Division of Career and Adult Education

Program Name

Transition Program for Adult Learners into Postsecondary Education

Specific Funding Authority(ies)

Workforce Investment Act Title V, Section 503, Incentive Grant, CFDA 17.267

Funding Purpose/Priorities

The purpose of this grant is to develop and / or improve postsecondary transition programs that assist adults in transitioning from adult education to postsecondary education.

Today's adults need a higher level of academic and technical knowledge to remain employable in an economy where the high demand / high wage jobs require learning beyond high school. Effective transition programs help students to develop the skills and knowledge they need to enter and succeed in postsecondary education programs and decrease the need for remediation at the postsecondary level.

The Department of Education is seeking applications for proposed demonstration projects that focus on transition programs to support adults enrolled in Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE), and/or General Educational Development (GED) instruction to enter postsecondary education.

The proposed transition programs must include, but are not limited to the following:

- support services specific to adult learners with the goal of pursuing postsecondary education
- curriculum targeting adult learners pursuing postsecondary education
- professional development that includes both staff and administrators from the agencies providing adult education services and reciprocating postsecondary institution partners
- collaborations between agencies providing adult education services and reciprocating postsecondary institutions
- program evaluation for effectiveness specific to adult learning success

Target Population(s)

Adults enrolled in Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE), and/or General Educational Development (GED) instruction with a goal to enter postsecondary education.

Eligible Applicant(s)

AEFLA, Section 203 (5) – ELIGIBLE PROVIDERS.

- (A) a local educational agency;
- (B) a community-based organization of demonstrated effectiveness;
- (C) a volunteer literacy organization of demonstrated effectiveness;
- (D) an institution of higher education;
- (E) a public or private nonprofit agency;
- (F) a library;
- (G) a public housing authority;
- (H) a nonprofit institution that is not described in the above subparagraph (A) through (G) and has the ability to provide literacy services to adults and families; and
- (I) a consortium of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H).

Application Due Date

November 17, 2009. The due date refers to the date of receipt in Grants Management. Facsimile and e-mail submissions are not acceptable.

Total Funding Amount/Approximate Number of Awards

\$900,000 total funding for nine awards of up to \$100,000 each

Matching Requirement

None

Budget/Program Performance Period

October 23, 2009 – June 30, 2011

Federal programs: the project effective date will be the date that the application is received within Florida Department of Education (DOE) in Substantially Approvable Form, or the effective date of the Federal Award Notification, whichever is later.

Contact Persons

Program Office Contact

Ken Plummer

Ken.Plummer@fldoe.org

850.245.9047

Grants Management Contact

Debbie Bradford

Debbie.Bradford@fldoe.org

850.245.0746

Assurances

The Florida Department of Education developed and implemented a document entitled General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires Local Educational Agencies (LEAs) to submit a common

assurance for participation in federal programs funded by the U.S. Department of Education (USDOE);

- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the Department of Education Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Private Colleges, Community-Based Organizations, and Other Agencies

In order to complete requirements for funding, applicants must certify adherence to the General Terms, Assurances, and Conditions by submitting the certification of adherence page, signed by the agency head.

Private colleges, Community and Faith-Based Organizations, and other non-public agencies must also submit:

- (1) A copy of the organization's current budget,
- (2) A list of the board of directors, and if available,
- (3) A copy of the institution or agency's most recent annual audit report prepared by an independent Certified Public Accountant licensed in this state. *[These items must be submitted, upon approval of award, prior to the issuance of a project award.]*

Narrative Components and Scoring Criteria

- The **Instructions** describe what the applicant is to include in each Narrative Component.
- Following the **Instructions**, within each Narrative Component, are ***Criteria***. *These are the bulleted, italicized statements used by proposal reviewers to assess and score each Narrative Component.*
- **The standard scoring *Criteria* are based on a 100 point scale, with a minimum score of 70 points required for an application to be considered eligible for funding.**

1. Project Abstract or Summary

FIXED REQUIREMENT

Instructions

Provide a brief one page summary of the proposed project including general purpose, specific goals, brief program design, and significance (contribution and rationale).

Criteria

- *The proposed project is described in a brief summary, including general purpose, specific goals, brief program design, and significance (contribution and rationale).*
- *It is clear that the proposed project aligns with the intended Funding Purpose/Priorities.*

2. Project Need

__10__ points

Instructions

Describe the need for the proposed project and provide supporting data as evidence.

Criteria

- *The magnitude or severity of the problem is evident, compelling, and clearly linked to the outcome(s) of the proposed project.*
- *The magnitude of the need for the services to be provided or the activities to be carried out is apparent.*
- *The proposed project focuses on service or otherwise addresses the identified needs of the targeted population(s).*
- *It is evident that the proposed project is focused on those with greatest needs.*
- *Gaps or weaknesses in the existing transition programs / services are explained, including the nature and magnitude of the gaps and / or weaknesses.*
- *The need for the proposed project is strongly justified through supportive data.*

3. Project Design and Implementation

(Section 3. a – e is assigned a total of 60 points as specified below.)

a) Measurable Goals

__10__ points

Instructions

Describe the measurable goals, objectives, and timelines for the project.

Criteria

- *The goals, objectives, and outcomes are clearly specified and measurable.*
- *The design of the proposed project aligns with, and will successfully address, the needs of the target population or other identified needs.*
- *The objectives are measurable, qualitative, challenging, innovative, yet achievable, and address all expected outcomes of the proposed project.*
- *It is evident that activities/methods are comprehensive, likely to be effective, and result in achievement of the objectives.*
- *The methodology reflects up-to-date knowledge from research and best practices.*
- *The timelines are specific, realistic, and consistent with measurable objectives and outcomes.*

b) Serving Adult Learners with Postsecondary Goals

__15__ points

Instructions

Describe the plan for providing adult learners with support services. Explain how service needs will be determined to promote success in postsecondary education and decrease the

need for remediation. The development of the transition program must include student input that addresses the needs the students deem important.

Criteria

- *It is evident that the proposed project will provide necessary support services to adult learners.*
- *The project will provide the required skills to transition into postsecondary education.*
- *The proposed project shows clear evidence of adult student input for the transition program to ensure that the needs of the students are met.*
- *The proposed project provides evidence of academic and career counseling combined with mentoring to enable adults to successfully transition to and complete postsecondary education.*
- *The proposed project uses instructional practices that research has proven to be effective in teaching adult learners to succeed in postsecondary education.*
- *The proposed project uses methods of instruction to enhance retention and completion.*
- *The curriculum contains courses, workshops and / or other programs that bridge the gap between basic skills and those needed to succeed in postsecondary education.*
- *The activities offer support services and accommodations to ensure inclusion for persons with disabilities and other special needs.*
- *The activities offer flexible schedules and support services (such as child care and transportation) that enable adults to attend and complete the program.*
- *The proposed project includes postsecondary admissions assistance, college placement tests assistance and postsecondary financial aid information tailored to student needs.*
- *The proposed project includes career exploration via Florida CHOICES Web-based program for setting short- and long-term education and career goals in individualized portfolios.*

c) Professional Development

__10__points

Instructions

Design and conduct professional development programs for staff and administrators currently providing adult education services and the collaborating postsecondary institutions. Include instructors, transition specialists, and counselors working in transition programs to ensure that instruction is aligned with entry level credit courses (beyond developmental education) at the postsecondary education level.

Criteria

- *Proposed professional development training addresses the challenges and opportunities that will move adult students into postsecondary education.*
- *The training clearly provides the necessary content and cut-off scores of the college placement test used by the postsecondary institution.*
- *The training for postsecondary staff clearly includes provisions for understanding the adult education system to better serve adult learners transitioning to their programs.*

d) **Staffing** __10__ points
Instructions

Explain staffing for the project including duties, responsibilities, qualifications, and time spent on the project.

Criteria

- *The duties outlined for all staff are aligned with the proposed project.*
- *The responsibilities of all staff are clearly described for the proposed project.*
- *The proposed project incorporates qualified and well trained instructors, counselors, and administrators who adequately staff the activities.*
- *The timeline included in the proposed project is sufficient to accomplish the expected outcomes/goals indicated for the projected student enrollment.*

e) **Coordination / Partnership(s)** __15__ points
Instructions

Describe the project's plan for coordination and partnerships with other resources in the community.

Criteria

- *The proposed applicant has a comprehensive plan to coordinate with available resources in the community, such as adult education program staff, postsecondary education personnel, One-Stop Centers, Workforce Boards, job training programs and social service agencies.*
- *Collaboration with partners are clearly identified and signed Memorandum of Understanding (MOU) agreement(s) are included with explicate roles, activities and expected contributions of each collaborative partner(s).*
- *If the applicant has indicated the use of a sub-recipient, they have provided all sub-recipient contact information (Sub-recipient provider name, contact person, e-mail, address, phone number).*

If the applicant is subcontracting services to another entity (sub-recipient, entity receiving funds), then state the following for the sub-recipient(s):

- Sub-recipient Name
- Contact Person
- E-mail
- Address
- Phone Number
- Projected outcome of services and instructional practices to be provided by the sub-recipient
- Total funding amount to sub-recipient
- Identify whether the services provided are instructional or non-instructional
- Total funding amount for Instructional Services, if applicable

Note: The applicant is solely responsible for all programmatic, reporting and fiscal management of the project and ensuring that sub-recipients who provide services accurately report **ALL** required information to the applicant.

4. Evaluation

__10__ points

Instructions

Describe the instruments and method(s) for evaluating the proposed project.

Criteria

- *The methods are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.*
- *The evaluation methods provide for examining the effectiveness of project implementation strategies and are appropriate to the context within which the project operates.*
- *The methods include the use of objective performance measures that clearly relate to the intended outcomes of the proposed project and will produce quantitative and qualitative data.*
- *The methods are likely to produce timely guidance for quality assurance.*
- *The evaluation process is comprehensive, likely to result in a successful project, and includes an effective approach for using evaluation results to guide necessary adjustments to the proposed project.*
- *The evaluation instruments are designed to effectively measure program progress and success.*

5. Support for Strategic Imperatives

FIXED REQUIREMENT

Instructions

Incorporate one or more of the Areas of Focus included in Florida's Next Generation PreK-20 Education Strategic Plan.

URL: http://www.fldoe.org/Strategic_Plan/pdfs/StrategicPlanApproved.pdf

Describe how the proposed project will address the reading and math/science initiatives of the Department of Education.

Just Read Florida

URL: <http://www.justreadflorida.com/>

Math/Science Initiative

URL: <http://www.fldoestem.org/center13.aspx>

Criteria

- *The applicant has included effective methods for incorporating one or more of the Areas of Focus from Florida's Next Generation PreK-20 Education Strategic Plan.*
- *The proposed project utilizes a comprehensive plan for integrating pertinent aspects of the Just Read, Florida and the math/science initiatives.*

6. Dissemination Plan

__10__ points

Instructions

Describe the methods/strategies to disseminate and share information about the proposed project to appropriate populations.

Criteria

- *The applicant's dissemination plan will use effective and realistic means to reach the appropriate audiences, including the target population(s), the local community, and other organized entities, if/when indicated.*
- *The methods or strategies used to share services provided by the proposed project are innovative.*
- *The dissemination plan reflects a thorough grasp of the proposed project and the positive impact on the targeted population(s).*

7. Budget

__10__ points

Instructions

Explain how the budget narrative reflects objectives and proposed costs of the project.

In addition to this required narrative, complete the DOE 101 Budget Narrative Form, in detail, and ensure alignment with the projects goals, objectives and proposed costs (see checklist for DOE 101 form placement).

Criteria

- *The budget is thorough, specific, and supports the proposed project.*
- *The proposed project budget presents expenses that are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
- *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
- *The costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.*
- *The required personnel, professional and technical services, and/or travel for the proposed project are clearly and adequately explained.*
- *The justifications for expenditures are reasonable and clearly explained.*

Funding Method

Reimbursement with Performance (P)

Payment is rendered upon submission of documented allowable disbursements, plus documentation of completion of specified performance objectives. See **Invoicing Procedures** section.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: payroll records, contracts, invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

Funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs.

URL: <http://www.fldoe.org/comptroller/gbook.asp>

The project award notification (DOE 200) will indicate:

- Project budget
- Program periods
- Timelines:
 - Last date for receipt of proposed budget
 - Program amendments
 - Incurring expenditures and issuing purchase orders
 - Liquidating all obligations
 - Submitting final disbursement reports.

Project recipients do not have the authority to report expenditures before or after these specified dates.

Allowable Expenses: Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

Unallowable Expenses: Project funds may not be used to supplant existing programs and/or funding. There is a limit of \$5,000 of expenditures on any equipment purchased with these funds and the equipment must be used solely for the purpose(s) of administering this program.

Administrative Costs including Indirect Costs: In accordance with AEFLA, Section 233 (a-b):

(a) *In General.*-- Subject to subsection (b), of the amount that is made available under this subtitle to an eligible provider –

- (1) not less than 95 percent shall be expended for carrying out adult education and literacy activities; and
- (2) the remaining amount, not to exceed five percent, shall be used for planning, administration, personnel development, and interagency coordination.

(b) *Special Rule.* -- In cases where the cost limits described in subsection (a) are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the eligible provider shall negotiate with the eligible sub-recipient in order to determine an adequate level of funds to be used for noninstructional purposes.

Positions such as project coordinator, accountant, clerical staff, or other positions not directly involved in instructional activities of students are considered administrative. Travel, equipment, and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to Adult Education and Family Literacy students.

- **All eligible providers are required to itemize administrative costs on the DOE 101 Budget Narrative Form.**
- **Administrative costs (including indirect) cannot exceed 5%.**

- **Indirect costs are considered administrative costs and applicable to Local Education Agencies ONLY.**

Grants Fiscal Management Training Requirement

Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), and other private not-for-profit organizations that are recipients or sub-recipients of DOE grants are required to participate, annually, in Grants Fiscal Management Training offered by the DOE. Failure to obtain the training can have a negative impact on the ability of the Florida Department of Education to provide future funding to the organization.

Project Performance Accountability and Reporting Requirements

The Department's program managers will track each project's performance based on the information provided in the Performance Expectation section of this RFP document.

Reporting Outcomes

Project outcomes will be reported via invoices for deliverables met and will be verified by the DOE Program Managers.

Compliance Monitoring

The state will evaluate the effectiveness of project activities based on established and approved performance goals. Department staff will monitor providers' compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by: Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education's *Green Book*.

Records Retention

It is the responsibility of the fiscal provider to retain records for financial transactions and supporting documentation for auditing purposes. If records are requested by the Florida Department of Education or the State of Florida Division of Financial Services, all records must be provided. Records should be maintained for five years from the last day of the program or longer if there is an ongoing investigation or audit.

Amendment Procedures

Project amendments may be proposed by the provider or by the DOE Program Manager. Amendments will be approved according to the procedures described in the [Green Book](#). Awarded providers shall obtain prior approval through a formal amendment process and submission of the **DOE 150 and 151** forms available in the [Green Book](#) and on the Division of Career and Adult Education Grants website at:

<http://www.fldoe.org/workforce/dwdgrants/default.asp>

The Detailed Project and Purchased Equipment form **must** be submitted with project amendments.

Invoicing Procedures

ALL agencies funded through this project will be paid by **Reimbursement with Performance and** must invoice for reimbursements. See instructions on the **Project Award Notification, DOE 200**, to determine reimbursement requirements for awarded project(s).

The status of the provider's invoice for payment is available through the Department of Education's online grants management system at: http://gms.fldoe.org/gms/gms_home/home.jsp.

FORMS REQUIRED FOR EACH INVOICE		
<p>The following forms are required for agencies that invoice. They provide accountability for financial expenditures based on performance deliverables. Each time an invoice is submitted, all appropriate forms and backup documentation must be included in the invoice request for payment.</p>		
Form		Supporting Documentation Must accompany forms
Invoice Form	Invoice Form - Return with each <u>invoice</u> This form is available in the Attachments section of this RFA and is also available at: http://www.fldoe.org/workforce/dwdgrants/default.asp	<ul style="list-style-type: none"> Documentation of activities listed on the Performance-Based Project Deliverables Form
DOE 300	For Non-Governmental Recipients Only, Detail of Salary Expenditures Form available at: Green Book http://fldoe.org/comptroller/gbook.asp	<ul style="list-style-type: none"> Payroll register Timesheets
DOE 301	Detail of Monthly Transactions Form available at: Green Book	<ul style="list-style-type: none"> A copy of all invoices/receipts must be attached to support this request. All invoices and receipts must include a legible itemized description of purchases.
DOE 499	(Adult Education) -- Interim and Final Form available at: Green Book	

Submit invoices and all supporting documentation to:

Office of Grants Management
 Florida Department of Education
 325 West Gaines Street, Room 325, Unit B
 Tallahassee, FL 32399-0400
 Attention: Sue Wilkinson

Notice of Intent-to-Apply

The due date to notify the Program contact person, Ken Plummer, of Intent-to-Apply is **November 3, 2009**. Contact information: Ken.Plummer@fldoe.org or Fax 850-245-9052.

This notification is sent as an e-mail or fax message and should include a return e-mail address. Providing the Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to Frequently Asked Questions and competition updates. Conversely, eligible organizations which file Intent-to-Apply are not required to submit an application.

Method of Answering Frequently Asked Questions (FAQs) or Providing Changes

All Frequently Asked Questions will be posted on the Program Office website at <http://www.fldoe.org/workforce/dwdgrants/adulted.asp>. Submit questions to: Ken.Plummer@fldoe.org or Fax 850-245-9052.

The last date that questions will be answered is **November 5, 2009**.

Method of Review

A peer review process will be used to evaluate competitive proposals. Reviewers are selected to reflect a balance of backgrounds, experience, race, ethnicities, and geographic locations within Florida.

Project proposals are screened by DOE program staff to ensure that federal regulations and state requirements (as conditions for acceptance) in the RFP are addressed (see next section for conditions).

Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the conditions for acceptance is reviewed and scored by three qualified reviewers representing experienced [enter program specific exp. as needed] and educational professionals and stakeholders from Florida and, when applicable, around the country.
- The Program Office ranks the proposals in order from highest to lowest score.
- DOE staff will review recommended proposals for compliance with the programmatic and fiscal policies of the project.
- Awards are subject to the availability of funds.
- Proposals with a final score of less than 70 are not eligible for funding consideration.

Conditions for Acceptance/Substantially Approvable Form

The requirements listed below **must** be met for applications to be considered in Substantially Approvable form and thus eligible for review:

- Application is received within DOE no later than the close of business on the due date.
- Application includes required forms:
 - DOE 100A or 100B Application Form bearing the original signature of the Superintendent for the school district or the agency head for other agencies.
NOTE: Applications signed by officials other than the appropriate agency head **must** have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
 - DOE 101- Budget Narrative.
- Submission of the signed certification signifying compliance with the "General Assurances for Participation in Federal and State Programs," (if not already on file in the DOE Comptroller's Office; see Post Award Requirements).

Other Requirements

For Federal Programs

General Education Provisions Act (GEPA)

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The applicant **must submit**, with this application, a one page summary description of the plan proposed by the District or other entity to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.

For details, refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Equitable Services for Private School Participation

In accordance with P.L. 107-110, No Child Left Behind (NCLB) Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant **must submit** a detailed plan of action for providing consultation for equitable services to private school children and teachers within the Local Education Agency(ies) service area.

For details, refer to URL: <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>.

Technical / Formatting and Other Application Submission Requirements

- One application with original signatures
- Seven copies of the complete application

Note: It is the submitting provider's responsibility to ensure that seven complete copies of the application are included in the application package.

- Responses must be **double-spaced** and **typed in Arial 12-point font**.
- Margin size 1" – both side and top / bottom margins
- Single-sided pages
- No bound copies
- 10 page maximum for the narrative response section of the application package (Narrative Components 1-7). The 10 page narrative maximum DOES NOT INCLUDE any forms or agreement contracts requested with the application.

Note: Narrative responses must model the numbers and titles in the outline as shown in the Narrative Components / Scoring Criteria section of this RFP. Also, the 10 page maximum narrative response does not include any forms requested in the application.

Other Forms Required

In addition to the DOE 101-Budget Narrative and DOE 100A-Application, also include:

- Adult General Education Target Form
- Student Performance Form
- Regional Workforce Board Coordination Assurance Form
- Invoice Schedule – if applicable
- Collaboration agreements – as applicable
- Application Checklist

Post Award Requirements

After the conclusion of the competition, if selected for funding, Community- and Faith-Based Organizations must include the following:

- List of current Board of Directors and Articles of Incorporation
- Copy of current operating budget
- Copy of current audit report - if available
- Copy of Chart of Accounts
- Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)

Application must be submitted to:

**Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 32399-0400**