



# Application Guidelines

**Core Services  
FY 2008-09**

**Submission Deadline  
May 2, 2008**

**Kentucky Adult Education  
Council on Postsecondary Education**  
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## Requests for Proposals – Overview

Kentucky Adult Education (KYAE), a unit of the Council on Postsecondary Education, seeks applications for the provision of core adult education services for July 1, 2008-June 30, 2009. Required core services are adult literacy services, adult basic education, adult secondary education/GED preparation and local corrections education in counties with full-service jails. Other core services are family literacy, English as a second language and workplace education. For a definition of core services, see page 5. As this is a competitive process, KYAE welcomes all eligible applicants to apply.

For Kentucky to continue its economic growth, more adults must acquire the skills that prepare them for success in employment and postsecondary education. In 2004, 26 percent of Kentucky jobs required some postsecondary education. By 2014, the percentage of jobs requiring some postsecondary education is projected to increase to 28 percent, including 36 percent of all new jobs. (Source: Kentucky Occupational Outlook to 2014, Office of Employment and Training, Education Cabinet, 2006.)

Many Kentucky adults do not have literacy skills necessary to effectively comprehend and use written materials for everyday activities:

- 42 percent have difficulty reading or understanding materials such as newspapers;
- 34 percent have limited ability to interpret drug and food labels or complete job applications;
- 55 percent have problems with tasks that require using numbers embedded in printed materials, such as completing an order form or balancing a checkbook.  
(Source: State Assessment of Adult Literacy Survey, 2003.)
- It is estimated that 50 to 80 percent of students in adult literacy programs have learning disabilities, according to the National Institute for Literacy.

Given the number of Kentuckians without basic literacy skills or credentials to succeed in postsecondary education or new economy jobs, adult education is crucial in helping Kentucky meet the challenge of an underprepared workforce. For the Commonwealth to be competitive in regional, national and international economies, no Kentuckian can be left out of efforts to prepare a skilled workforce and to improve the quality of life in Kentucky. More adults need higher academic and literacy skills, more need GEDs and more GED graduates must transition to college.

To achieve these goals, KYAE will award grants to ensure the provision of core adult education services in every Kentucky county. Applicants may apply to provide services in one or more counties. In the case of counties without competitive proposals, if the proposal review team determines an application for a county is not fundable, the RFP will be re-issued for that particular county.

The applicant shall not subcontract with other entities to deliver services; however, a consortium of eligible applicants joined under one fiscal agent is allowable.

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.

Funds are awarded on a competitive basis to:

- *assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;*
- *assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and*
- *assist adults in the completion of a secondary school education.*

*Adult Education and Family Literacy Act  
Title II, Workforce Investment Act*

Additionally, KYAE is governed by the Kentucky Adult Education Act of 2000, Senate Bill 1, which calls for “an efficient, responsive and coordinated system of providers that delivers educational services to all adult citizens in quantities and of a quality that is comparable to the national average or above and significantly elevates the level of education of the adults of the Commonwealth.” (\*State Requirement)

Selected applicants shall comply with the [KYAE Policy and Procedure Manual](#) as amended from time to time; the [Adult Education and Family Literacy Act](#), Title II, Workforce Investment Act; the [Kentucky Adult Education Act](#); and the Application Guidelines. (\*State Requirement)

Interested applicants may acquaint themselves with KYAE through its Web site at [www.kyae.ky.gov](http://www.kyae.ky.gov), particularly through the following links:

- [KYAE Policy and Procedure Manual](#)
- [New Framework for Adult Education](#)
- [KYAE Professional Development Requirements](#)
- [Kentucky Virtual Adult Education](#)
- [Announcements/News](#)
- [Kentucky State Plan](#)
- [Council on Postsecondary Education](#)
- [2007-08 Funding and Enrollment Goals by County](#)
- [2007-08 Core Performance Measures](#)
- [2007-08 County GED Targets](#)

## Eligible Applicants

Eligible applicants include local education agencies, community-based organizations of demonstrated effectiveness, volunteer literacy organizations of demonstrated effectiveness, institutions of higher education, public or private nonprofit agencies, libraries, public housing authorities, other nonprofit institutions with the ability to provide literacy services to adults and families, or a consortium of the agencies, organizations, institutions, libraries or authorities as described above. Community-based organizations and non-profit institutions include non-profit faith-based organizations.

## Eligible Students

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](#), eligible students are those individuals who live or work in Kentucky and who:

- have attained 16 years of age;
- are not enrolled or required to be enrolled in secondary school under state law; 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.

In addition, eligible family literacy participants include at least one child between the ages of birth and eighteen years and at least one adult who is responsible for the child's well-being and who is consistently an influence on the child's development. (\*State Requirement) The adult student shall meet the eligibility requirements for participation in adult education as stated above. The child education component is to be provided by other local educational agencies. KYAE funds may be used to provide the other three components – adult education, parenting education and parent and children time (PACT).

## Grant Period

Selected applicants will be funded for one year (July 1, 2008 – June 30, 2009) subject to acceptable performance. Grants may be renewed annually contingent upon performance, funding and reauthorization of the federal Workforce Investment Act.

## Core Services

KYAE core services are defined as adult literacy services, adult basic education, GED preparation/adult secondary education, English as a second language, family literacy, corrections education and workplace education. Instruction in life skills, employability skills and computer literacy may be integrated into academic instruction but may not be provided as stand-alone instruction. (\*State Requirement)

Select counties are required to provide Job Readiness Activity (JRA) classes according to need. The counties required to provide JRA are determined annually based on input from the Kentucky Department of Community-Based Services. Counties providing JRA classes will receive additional funding to do so. (\*State Requirement)

Successful applicants will provide core services on a 12-month basis. Services must be of sufficient intensity and duration for students to achieve substantial learning gains.

Adult education programs shall provide free and direct services to eligible adult students. Every provider shall operate one or more sites in the county to meet the unique learning needs of its residents. Fiscal agents shall provide services only in the counties for which they have contracted. (\*State Requirement)

County adult education providers shall not charge students or employers for instructional or other services covered by state and federal adult education funds.

### **Required Core Services**

KYAE-funded programs are required to provide the following core services. (\*State Requirement)

#### **Adult Literacy**

Adult literacy is a program of instruction designed for adults who have minimal or no skills in reading, writing, speaking, problem solving or computation.

#### **Adult Basic Education**

Instruction in adult basic education is designed for adults who lack competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, in the workplace or in the family.

#### **Adult Secondary Education/ GED Preparation**

Adult secondary education/GED preparation provides instruction designed for adults who have some literacy skills and can function in everyday life but who are not proficient in reading, writing, speaking, problem solving or computation or do not have a high school credential.

Students with a high school credential may be served in core services if they score 11.9 or below on the Test for Adult Basic Education (TABE).

#### **Local Corrections Education**

[Counties with full-service jails](#) are expected to provide corrections education using core services grant funding. Corrections education is a program of instruction in adult literacy, adult basic education, adult secondary education/GED preparation, and/or English as a second language for adult criminal offenders in full-service jails. Instruction in life skills, employability skills and computer literacy may be integrated into academic instruction but may not be provided as stand-alone instruction.

The delivery of corrections education in full-service jails will be determined by local need as assessed by the county program in conjunction with the local jailer. If a program in a county with a full-service jail elects not to provide corrections education and the local jailer wants adult education services in the jail, KYAE will broker services for that jail. The corrections education students will count toward the enrollment goal and performance of the county program providing services in the jail.

## **Other Core Services**

The following core services are to be offered based on the individual county's needs assessment (see Narrative Section) and community demand. (\*State Requirement)

### **Family Literacy**

Family literacy programs, which are designed to break the intergenerational cycle of under-education by providing opportunities for parents and their children to learn together, are encouraged in every county. Adult education providers offering family literacy shall ensure that programs are of sufficient quality, intensity and duration to make sustainable changes in a family. Family literacy programs must consist of four components – adult education, parenting education, parent and child time (PACT) and a child component. Further details about family literacy are available in the [KYAE Policy and Procedure Manual](#).

### **English as a Second Language**

English as a second language instruction assists individuals of limited English proficiency to achieve competence in the English language. Instruction is geared to adults who want to become more fluent in English, pass U.S. citizenship tests and/or GED tests and work on job-seeking skills. KYAE funds may not be used to provide instruction in Spanish.

### **Workplace Education**

Workplace education is a program designed to improve the productivity of the workforce through improvement of literacy and workplace essential skills needed in the workplace. KYAE has developed three models for workplace education funded through the core services grant – Adult Education at the Workplace, Short-term Workplace Learning and Workplace Project Learning. Further details about workplace education are available in the [KYAE Policy and Procedure Manual](#).

## **Enrollment Goals**

Programs shall meet or exceed county enrollment goals for core services. The enrollment goals for 2008-09 have not yet been determined. Applicants should use the [enrollment goals for the 2007-08 fiscal year](#) as a basis for their proposal with the understanding that these goals may be different for the 2008-09 fiscal year. Beginning in 2008-09, only students who have 12+ hours will count as an enrollment. (\*State Requirement)

## **Performance Measures**

Programs shall meet or exceed core services performance measures as negotiated by KYAE with the U.S. Office of Vocational and Adult Education in conjunction with the [National Reporting System](#). Performance measures for 2008-09 have not yet been negotiated. Applicants should use the [core services performance measures](#) for the 2007-08 fiscal year as a basis for their proposal with the understanding that these measures may be different in the 2008-09 fiscal year.

## **Personnel**

All personnel must meet minimum qualifications in KYAE's [personnel policy](#). KYAE reserves the right to amend the personnel policy, including, but not limited to, the minimum qualifications for employees funded by KYAE, or to change the requirements for [professional development](#) and to condition renewal of grants upon compliance with these changed provisions. KYAE will provide local programs with adequate notice of policy changes. All new county program fiscal agents must ensure that all employees meet the minimum requirements as provided below.

### **Program Director**

Provides program leadership and direction; plans, develops, implements and evaluates all aspects of program and personnel.

#### **MINIMUM REQUIREMENTS:**

- All program directors hired after July 1, 1998, shall possess a minimum of a bachelor's degree.
- All program directors hired after July 1, 2004, shall possess a bachelor's degree and three years of administrative/management experience; a master's degree can substitute for two years of the administrative/management experience. A bachelor's or master's degree in administration, education or a related field is preferred.

### **Instructor**

Provides instruction to adult education students. Plans, implements, documents and evaluates instructional practices, procedures and materials. Provides direct, on-site daily supervision of instructor's aides.

#### **MINIMUM REQUIREMENTS:**

- As of July 1, 1998, all new instructors shall possess a minimum of a bachelor's degree. A degree in education or a content-related (adult education subject areas) field is preferred.

### **Instructor's Aide**

Must work under the direct, on-site daily supervision of a qualified instructor. Assists qualified instructors in the delivery of instruction, support and related services. Aides may not provide instruction independently.

#### **MINIMUM REQUIREMENTS:**

- High school diploma or GED. An associate's degree is preferred.

### **Clerk**

Performs clerical functions and other duties as required.

#### **MINIMUM REQUIREMENTS:**

- High school diploma or GED.

### **Student Intern/Co-op**

Performs general clerical functions and other duties as required; co-op students/interns may not be involved in data entry.

#### **MINIMUM REQUIREMENTS:**

- High school or college student.

## Technology

The fiscal agent is responsible for providing technical support to the adult education program as needed to ensure security of information, computer access for staff and students, and proper functionality of hardware and software. (\*State Requirement)

Computer equipment purchased with KYAE funding must meet [minimum technology standards](#). (\*State Requirement)

County programs must have at least one site with technology and connectivity to offer curriculum and related learning products available on the Internet.

The applicant shall adhere to all KYAE data collection and reporting requirements in [KYAE's Policy and Procedure Manual](#) as amended from time to time. (\*State Requirement)

The applicant shall have a designated computer sufficient for KYAE's required information management system and have staff capable of maintaining and reporting accurate electronic data on program outcomes and performance. The applicant shall make Internet access, including e-mail, available via a dedicated line. (\*State Requirement)

Each program employee shall have an individual e-mail address, which must be entered in the KYAE AERIN (Adult Education Reporting Information Network) data management system. (\*State Requirement)

## Fiscal

Core services are funded by formula with state and federal appropriations based on those most in need. Funding levels are subject to revision based on availability of federal and state funds.

Funding levels for 2008-09 have not yet been determined by the Kentucky General Assembly. Applicants should use the [funding levels for the 2007-08 fiscal year](#) as a basis for their proposal with the understanding that these are estimated funding levels for 2008-09. Successful applicants will be required to submit revised budget worksheets after funding levels are determined by the legislature. (\*State Requirement)

Funds received under this grant program shall be used to supplement and not supplant funds already available to the applicant from other sources for purposes authorized by the Adult Education and Family Literacy grant program.

The grantee will repay any funds that have been finally determined through federal or state audit resolution processes to have been questioned costs 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. (\*State Requirement)

The applicant shall retain all records of financial transactions and accounts relating to this grant for a period of three years and shall make such records available for inspection and audit by KYAE staff members or an authorized representative of KYAE. (\*State Requirement)

Documents of hours worked shall be maintained for KYAE-funded employees in the fiscal office and/or office of the program director. (\*State Requirement)

A maximum of 15 percent (\*State Requirement) of the core services grant funding may be used for administrative purposes. Fiscal agents serving multiple counties should be aware that:

- Any administrative functions performed at the county level must be budgeted at the county level.
- Instructional funds may not be used to cover administrative costs at the county level.
- Administrative funds from multiple counties must be used proportionately throughout the contracted counties.

## 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 and has adequate space and equipment. Students shall not be required or permitted to receive KYAE-funded services in buildings or surroundings that are dangerous, unsanitary or hazardous to the student's health and safety. Adult education centers should be in a location that is easily accessible and has adequate parking. If it is determined through a KYAE site visit that the facility does not meet requirements, the fiscal agent may be asked to relocate the center to a more appropriate location or correct deficiencies. (\*State Requirement)

Newly selected fiscal agents must work with the KYAE regional program support associates to identify appropriate adult education center locations. (\*State Requirement)

## Preparing and Submitting the Application

A separate application must be submitted for each county to be served and must address specific needs and program design for the individual county. (\*State Requirement)

Applications must be typed and double-spaced, with 12-point type in Times New Roman or Arial and one-inch margins. Pages must be numbered.

The submitted application will consist of the Grant Signature Page, Narrative, Assurances, AERIN reports (for current providers only) and forms. Use the [Application Checklist](#) to ensure you have completed all required sections of the application.

Please note:

- The Grant Signature Page, Narrative, Assurances, Campaign Finance Law Compliance form, and Program Contact form **must be submitted as individual Word documents.**
- It is not necessary to include the signature on the electronic versions of the Grant Signature Page, Assurances or Campaign Finance Law Compliance forms.
- The Core Services Budget and Personnel Worksheet **must be submitted as an Excel spreadsheet.**
- AERIN reports may be submitted as PDFs or Excel spreadsheets.
- **DO NOT SCAN DOCUMENTS FOR SUBMISSION.**

All applications must be sent by e-mail to [Janet.Hoover@ky.gov](mailto:Janet.Hoover@ky.gov). All required sections, including all forms, must be submitted together in the same e-mail. If you have technical difficulties in electronically submitting this information, please call Ms. Hoover at (502) 573-5114, ext. 109.

If you do not receive e-mail notification of receipt of your materials within three days of submission, please contact Ms. Hoover.

The original Grant Signature Page, Assurances and Campaign Finance Law Compliance form, all signed by the authorizing agent (agency head) must be mailed hard copy (in addition to submitting them electronically) to:

**Leah Hymer  
Council on Postsecondary Education  
1024 Capital Center Drive  
Frankfort KY 40601**

Attachments to the application, other than the required forms and AERIN reports (for current providers only), are not permitted.

## Application Deadline

**All application materials must be submitted electronically to Kentucky Adult Education to [Janet.Hoover@ky.gov](mailto:Janet.Hoover@ky.gov) no later than 5:30 p.m. (Eastern Time) May 2, 2008.**

**The original Grant Signature Page, Assurances and Campaign Finance Law Compliance form with required signatures must be mailed hard copy to Leah Hymer at the address above and postmarked on or before May 2, 2008.**

**This is a competitive application process; therefore, no late applications will be accepted or considered.**

## Process for Proposal Review

Proposals will be reviewed by teams of expert readers from KYAE, Council for Postsecondary Education and/or other organizations. Review of proposals will be based on the completion of the requested information in the narrative as well as completion of required forms.

Applications will be scored on a 180-point scale. See the narrative section for distribution of points.

## Technical Assistance

For technical assistance, contact Janet Hoover at [Janet.Hoover@ky.gov](mailto:Janet.Hoover@ky.gov) or (502) 573-5114, ext. 109.

\*The federal Workforce Investment Act, Adult Education and Family Literacy Act, Title II, requires that RFPs identify state requirements.