



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
R. Scott Ralls, President

February 24, 2009

RESPOND BY: April 17, 2009

MEMORANDUM

TO: Basic Skills Directors
Volunteer/Community-Based Organization Directors

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic and Student Services
Basic Skills Department

SUBJECT: Basic Skills Program Plans and Applications Updates for 2009 – 2010

Since the Workforce Investment Act of 1998 expired in 2004 and no new legislation has been passed, the United States Department of Education has given states the authority to extend all current grants for another year, July 2009 to June 2010. To receive general funding for your Basic Skills/literacy program, you must complete the Basic Skills Program Plan and Application Update and return it to the System Office by **April 17, 2009**.

The United States Department of Education has also asked all states not to award multi-year grants until the Act is reauthorized by Congress. Although North Carolina currently awards grants on a two-year basis, this year's grant applications will be for one year only, program year 2009-2010.

If you currently have a Pathways to Employment, Comprehensive Family Literacy, Basic Skills Distance Learning for Project IDEAL, and/or EL/Civics grant and want your current grant extended, you are required to submit updates for those grants by April 17, 2009. **No new applications will be accepted this year; therefore, if you do not currently have one of these grants, you may not apply this year.**

If you have any questions, please contact the System Office Basic Skills staff members listed as contacts for each plan and application.

Enclosure: 5 Plans
cc: Presidents
Senior Continuing Education Administrators

CC09-004
Paper & Email Copies



Basic Skills Program Update

For Program Year

2009-2010

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: 5:00 p.m. Friday, April 17, 2009

**Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System**

DIRECTIONS FOR COMPLETING THE BASIC SKILLS PROGRAM PLAN AND APPLICATION

1. Complete the attached program plan and application, indicating changes to your program since your last program update.
2. A budget sheet is not required unless programs request a different amount of funding from last year. (Community colleges are currently funded through a fixed formula; therefore, community colleges do not need to submit a budget sheet.)
3. Requests for budget increases need to be thoroughly documented.
4. All programs receiving federal funding from the Workforce Investment Act of 1998, Title II, Adult Education and Family Literacy Act, must ensure the following:
 - A. The program has established measurable goals for participant outcomes.
 - B. The program can demonstrate its past effectiveness in improving the literacy skills of adults and families.
 - C. The program is committed to serving individuals most in need of literacy services, including individuals who are low-income or have minimal literacy skills.
 - D. The program is of sufficient intensity and duration for participants to achieve substantial learning gains.
 - E. The program uses instructional practices that research has proven to be effective in teaching adults.
 - F. Educational activities are built on a strong foundation of research and effective educational practice.
 - G. Programs use computers and other advances in technology, as appropriate.
 - H. Students have an opportunity to learn in “real life” contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
 - I. The program is staffed by well-trained instructors, administrators, and counselors.
 - J. The program coordinates its activities with other available resources in the community, including postsecondary schools, elementary and secondary schools, One-stop centers, job training programs, and social service agencies.
 - K. The program offers flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.
 - L. The program has a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance.
 - M. The community has a demonstrated need for additional English as a Second Language (ESL) programs.

*North Carolina Community College System
Academic and Student Services Division
Basic Skills Section*

**BASIC SKILLS PROGRAM UPDATE FOR PROGRAM YEAR
2009-2010**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Address

Email Address

*If you have questions concerning the Program Plan and Application Update, please call Dr. Randy L. Whitfield at (919) 807-7132. Respond to each question and mail to the following address. **The original plan and four copies must be received by April 17, 2009. (NOT POSTMARKED)***

Mail to: Dr. Randy L. Whitfield
 Associate Vice President of Basic Skills
 North Carolina Community College System Office

Regular or Courier Mail
5016 Mail Service Center
Raleigh, NC 27699-5016

Overnight (Fed Ex, Priority, etc.)
200 West Jones Street
Raleigh, NC 27603

BASIC SKILLS PROGRAM PLAN UPDATE

1. Please describe any changes to your program since you submitted your 2008-2009 Program Plan and Application.

II. Describe the effectiveness of your program in 2007-2008 by answering the following questions:

A. How many students (headcount may be duplicated) did you serve?
 (Use LEIS or LACES data.)

Program Area	2007-2008
Adult Basic Education (ABE)	
GED/AHS	
English as a Second Language (ESL)	
Compensatory Education (CED)	
Total	

What was your **unduplicated** headcount for 2007-2008? _____

B. What was your retention rate in 2007-2008?

Directions: Divide the number of students who completed a level plus the number who remained in the program at the same or higher level of instruction by the total enrollment for 2007-2008 to get the % of retention rate.

2007-2008	
A. # Completed level	_____
B. # Remained same level or	_____
Total of A + B	_____
Total of (A) and (B)	= _____ %
Total Enrollment	Retention Rate

III. Budget and Cost Effectiveness **(For Community-Based Organizations Only)**

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2009-2010 than you received in 2008-2009. **If you request additional funding, please write a detailed justification for the additional amount.**

Budget and Cost Effectiveness (For Community-Based Organizations Only)

Budget Category		Federal Funds Requested
<p>Salaries, Instructional</p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p>\$</p> <p>\$</p>	<p>Total: \$</p>
<p>Educational Materials and Supplies</p> <ul style="list-style-type: none"> • Explanation: 		<p>\$</p>
<p>Equipment</p> <ul style="list-style-type: none"> • May not purchase equipment unless it is an integral part of the grant and is pre-approved by the grantee. • Explanation 		<p>\$</p>
<p>Contractual Services</p> <ul style="list-style-type: none"> • Explanation 		<p>\$</p>
<p>Staff Travel</p> <ul style="list-style-type: none"> • Explanation: 		<p>\$</p>
<p>Student Travel</p> <ul style="list-style-type: none"> • Explanation 		<p>\$</p>
<p>Staff Training</p> <ul style="list-style-type: none"> • Explanation 		<p>\$</p>

<p>Other Cost</p> <p>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</p> <p>Administrative Costs, Salaries Supportive</p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p>Administrative Costs, Other Expenses</p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p>	<p>Total: \$</p>
<p>Note:</p> <ul style="list-style-type: none"> • How much funding do you expect to receive from other sources during the 2009-2010 program year? • What was your total budget last year? Include state, federal and funds from other sources. 	<p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p>	
<p>Total Federal Funds Requested:</p>	<p style="text-align: center;">\$</p>	



**Comprehensive Family Literacy
Update Plan
2009-2010**

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: 5:00 p.m. Friday, April 17, 2009

Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System

Section I: DEFINITION AND PURPOSE OF COMPREHESIVE FAMILY LITERACY

Since 1998, a consistent definition for these comprehensive **family literacy services** has been included in federal legislation. The federal definition defines family literacy services as:

"...services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family and that integrate all of the following activities:

- Interactive literacy activities between parents and their children. [PACT]
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children. [Parent Education]
- Parent literacy training that leads to economic self-sufficiency. [Adult Education]
- An age-appropriate education to prepare children for success in school and life experiences. [Early Childhood Education]."

NC Basic Skills Comprehensive Family Literacy funds provide the adult education and the parenting components of these family literacy programs. Even Start, public schools, and Head Start programs provide the early childhood components. Additional program support is provided by Smart Start (state-funded early childhood program), Departments of Health and Human Services, family resource centers, and Communities in Schools.

Eligible Applicants

2008-2009 community college and community-based organizations are eligible to apply during the fiscal year 2009-2010 period. This is a continuous grant update application.

Project Period

July 1, 2009 – June 30, 2010

The following is a brief description of each required component for this update application:

Application Update Page

Complete and update the application page with any new contacts. New/Additional personnel must comply with the major assurances of the original project proposal. Changes from the original proposal must be described in the update plan so that it can be re-scored.

Budget

A budget sheet is not required unless programs request a different amount of funding. If additional funds are requested, a new budget and a detailed justification for the funding are required. As before, all state and federal budgetary guidelines must be followed.

General Application Directions

- Applications must be typed using the application template provided.
- The proposal must be double-spaced using only the front side of the paper.
- A 12-point font is required.
- The original application plus four (4) additional copies must be submitted.
- Staple the application in the top left-hand corner; do not bind the grant application.

*North Carolina Community College System
Academic and Student Services Division
Basic Skills Section*

**COMPREHENSIVE FAMILY LITERACY PROGRAM
PLAN UPDATE**

**FOR PROGRAM YEAR
2009-2010**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Mailing Address

Email Address

Deadline for Applications

Applications must be received at the North Carolina Community College System, Basic Skills Program, **no later than 5:00 P.M., Friday, April 17, 2009.** If you have any questions concerning the Comprehensive Family Literacy update application, please call Karen Brown at (919) 807-7140 or email at kbrown@nccommunitycolleges.edu

Mail to: Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System

Regular or Courier Mail:
5016 Mail Service Center
Raleigh, NC 27699-5016

Overnight (Fed Ex, Priority, etc.)
200 West Jones. Street
Raleigh, NC 27603

I. Please complete the list of each family literacy program and site coordinator and describe any **changes** to your overall program since you submitted your 2008-2009 Comprehensive Family Literacy Program Plan Update.

**2009 – 2010 COMPREHENSIVE FAMILY LITERACY
SITES AND COORDINATOR / CONTACT
(please add additional programs as needed)**

Program 1: Name of site: _____
Coordinator: _____
Address: _____

Email address: _____
Phone number: _____

Program 2: Name of site: _____
Coordinator: _____
Address: _____

Email address: _____
Phone number: _____

Program 3: Name of site: _____
Coordinator: _____
Address: _____

Email address: _____
Phone number: _____

II. Describe the effectiveness of your 2007 – 2008 and 2008 – 2009 (estimate) family literacy program by answering the following questions:

A. How many individuals (duplicated head count) did you serve in the following family literacy focused activities?

Type Individuals Served	2007 – 2008	008-2009
ABE		
GED / AHS		
ESL		
Low income individuals		
Single parents and displaced homemakers		
Parents		
TOTAL		

B. What was unduplicated head count for family-related basic skills activities in 2007 – 2008 and 2008 – 2009?

III. Budget and Cost Effectiveness

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2009-2010 than you received in 2008 – 2009. **If you request additional funding, please write a detailed justification for the additional amount.**

2009 -2010 Budget Request		Federal Funds Requested
Salaries, Instructional <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	\$ \$	Total: \$
Educational Materials and Supplies <ul style="list-style-type: none"> • Explanation: 		\$
Equipment <ul style="list-style-type: none"> • May not purchase equipment unless it is an integral part of the grant and is pre-approved by the grantee. • Explanation 		\$
Contractual Services <ul style="list-style-type: none"> • Explanation 		\$
Staff Travel <ul style="list-style-type: none"> • Explanation: 		\$
Staff Training <ul style="list-style-type: none"> • Explanation 		\$

<p>Other Cost</p> <p>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</p> <p>Administrative Costs, Salaries Supportive</p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) \$ • Salaries, Supportive, Part-time (Describe positions.) \$ • Explanation <p>Administrative Costs, Other Expenses</p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) \$ • Explanation 		<p>Total: \$</p>
<p style="text-align: center;">Note:</p> <ul style="list-style-type: none"> • How much funding do you expect to receive from other sources during the 2009-2010 program year? \$ • What was your total budget last year? Include state, federal and funds from other sources. \$ 		<p>\$</p> <p>\$</p> <p>\$</p>
<p style="text-align: center;">Total Federal Funds Requested:</p>		<p>\$</p>



**English Language/Civics Education
Update Plan
2009-2010**

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: 5:00 p.m. Friday, April 17, 2009

Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System

Section I: DEFINITION AND PURPOSE OF CIVICS EDUCATION

Civics education is defined by the Federal Register (1999) as “an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge to become active and informed parents, workers, and community members.”

The purpose of the U.S. Department of Education’s English Literacy and Civics (EL/Civics) Education program is to:

- support projects that provide and increase access to English literacy programs in which civics education takes place.
- introduce students to civics-related content
- provide students with opportunities to apply that knowledge in their daily lives while building their English language and literacy skills.
- develop innovative ways to expand programs and integrate them with Civics Education

The content of ESL/civics classes includes the history and structure of the U.S. government (i.e., the executive, legislative, and judicial branches); the geographical history and current geopolitical structure of the country; the roles and responsibilities of the president and the White House; and the U.S. legal and education systems. These are the components of a curriculum designed to guide learners in becoming knowledgeable citizens and active community members.

Eligible Applicants

2008-2009 community college and community-based organizations are eligible to apply during the fiscal year 2009-2010 period. This is a continuous grant update application.

Project Period

July 1, 2009 – June 30, 2010

Definition

Civics education means an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government to help students acquire the skills and knowledge to become active and informed parents, workers and community members.

http://www.ncccs.cc.nc.us/Basic_Skills/basicSkillsPlansAndApplications.htm

The following is a brief description of each required component for this update proposal:

Application Update Page

Complete and update the application page with any new contacts. New/Additional personnel must comply with the major assurances of the original project proposal. Changes from the original proposal must be described in the update plan so that it can be re-scored.

Budget

A budget sheet is not required unless programs request a different amount of funding. If additional funds are requested, a new budget and a detailed justification for the funding are required. As before, all state and federal budgetary guidelines must be followed.

General Application Directions

- Applications must be typed using the application template provided.
- The proposal must be double-spaced using only the front side of the paper.
- A 12-point font is required.
- The original application plus four (4) additional copies must be submitted.
- Staple the application in the top left-hand corner; do not bind the grant application.

*North Carolina Community College System
Academic and Student Services Division
Basic Skills Section*

**ENGLISH LITERACY/CIVICS EDUCATION
PROGRAM PLAN UPDATE**

**FOR PROGRAM YEAR
2009-2010**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Mailing Address

Email Address

Deadline for Applications

Applications must be received at the North Carolina Community College System, Basic Skills Program, **no later than 5:00 P.M., Friday, April 17, 2009.** If you have any questions concerning the EL/Civics Update application, please call Karen Brown at (919) 807-7140 or email at kbrown@nccommunitycolleges.edu

Mail to:

Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System

Regular or Courier Mail:
5016 Mail Service Center
Raleigh, NC 27699-5016

Overnight (Fed Ex, Priority, etc.)
200 West Jones Street
Raleigh, NC 27603

1. Please describe any changes to your program since you submitted your 2008-2009 English Literacy/Civics Education Program Plan and Application.
(Please refer to the original grant and cite the section (Ex. I.B. or III.A.) when describing the changes so that section can be re-scored.)

2. Describe the effectiveness of your program in 2007-2008 and 2008 – 2009 (estimate) by answering the following question:

- A. How many individuals (duplicated head count) did you serve in the English Literacy/ Civics Education activities?

2007-2008

2008 – 2009

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2009-2010 than you received in 2008-2009. **If you request additional funding, please write a detailed justification for the additional amount.**

Budget and Cost Effectiveness

Budget Category		Federal Funds Requested
Salaries, Instructional <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	\$ \$	Total: \$
Educational Materials and Supplies <ul style="list-style-type: none"> • Explanation: 		\$
Equipment <ul style="list-style-type: none"> • May not purchase equipment unless it is an integral part of the grant and is pre-approved by the grantee. • Explanation 		\$
Contractual Services <ul style="list-style-type: none"> • Explanation 		\$
Staff Travel <ul style="list-style-type: none"> • Explanation: 		\$
Staff Training <ul style="list-style-type: none"> • Explanation 		\$

<p>Other Cost</p> <p>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</p> <p>Administrative Costs, Salaries Supportive</p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p>Administrative Costs, Other Expenses</p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p>	<p>Total: \$</p>
<p>Note:</p> <ul style="list-style-type: none"> • How much funding do you expect to receive from other sources during the 2009-2010 program year? • What was your total budget last year? Include state, federal and funds from other sources. 	<p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p>	
<p style="text-align: center;">Total Federal Funds Requested:</p>	<p style="text-align: center;">\$</p>	



Pathways to Employment Program Update

For Program Year

2009-2010

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: 5:00 p.m. Friday, April 17, 2009

**Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System**

DIRECTIONS FOR COMPLETING THE PATHWAYS TO EMPLOYMENT PROGRAM PLAN AND APPLICATION

1. Complete the attached program plan and application, indicating changes to your program since your last program update.
2. A budget sheet is not required unless programs request a different amount of funding from last year.
3. Requests for budget increases need to be thoroughly documented.
4. All programs receiving federal funding from the Workforce Investment Act of 1998, Title II, Adult Education and Family Literacy Act, must ensure the following:
 - A. The program has established measurable goals for participant outcomes.
 - B. The program can demonstrate its past effectiveness in improving the literacy skills of adults and families.
 - C. The program is committed to serving individuals most in need of literacy services, including individuals who are low-income or have minimal literacy skills.
 - D. The program is of sufficient intensity and duration for participants to achieve substantial learning gains.
 - E. The program uses instructional practices that research has proven to be effective in teaching adults.
 - F. Educational activities are built on a strong foundation of research and effective educational practice.
 - G. Programs use computers and other advances in technology, as appropriate.
 - H. Students have an opportunity to learn in “real life” contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
 - I. The program is staffed by well-trained instructors, administrators, and counselors.
 - J. The program coordinates its activities with other available resources in the community, including postsecondary schools, elementary and secondary schools, One-stop centers, job training programs, and social service agencies.
 - K. The program offers flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.
 - L. The program has a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance.
 - M. The community has a demonstrated need for additional English as a Second Language (ESL) programs.

*North Carolina Community College System
Academic and Student Services Division
Basic Skills Section*

**PATHWAYS TO EMPLOYMENT
PROGRAM PLAN AND APPLICATION UPDATE FOR 2009-2010**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Address

Email Address

Instructions: *If you have questions concerning the Pathways to Employment Program Plan and Application Update, please call Dr. Randy L. Whitfield at (919)807-7132. Respond to each question and mail to the address listed below. **The original application and four copies must be received by April 17, 2009. (NOT POSTMARKED)***

Mail to: Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System Office

Regular or Courier Mail
5016 Mail Service Center
Raleigh, NC 27699-5016

Overnight (Fed Ex, Priority, etc.)
200 West Jones Street
Raleigh, NC 27603

PATHWAYS TO EMPLOYMENT FOR WORK FIRST CLIENTS
ANNUAL PLAN AND APPLICATION UPDATE

1. Please describe any changes to your program since you submitted your 2008-2009 Pathways to Employment Program Plan and Application.

2. Describe the effectiveness of your program in 2007 – 2008 and 2008-2009 by answering the following questions:

A. How many individuals (duplicated head count) did you serve in Pathways to Employment activities?

Type Individuals Served	2007-2008	2008-2009
ABE		
GED / AHS		
ESL		
Low income individuals		
Workers		
Total		

B. What was the unduplicated head count for Pathways to Employment basic skills activities in 2007-2008? _____ in 2008-2009? _____

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2009-2010 than you received in 2008-2009. **If you request additional funding, please write a justification for the additional amount.**

Budget and Cost Effectiveness (For Community-Based Organizations Only)

Budget Category		Federal Funds Requested
Salaries, Instructional		Total: \$
<ul style="list-style-type: none"> • Full-time (Describe positions.) 	\$	
<ul style="list-style-type: none"> • Part-time (Describe positions.) 	\$	
<ul style="list-style-type: none"> • Explanation: 		
Educational Materials and Supplies		\$
<ul style="list-style-type: none"> • Explanation: 		
Equipment		\$
<ul style="list-style-type: none"> • May not purchase equipment unless it is an integral part of the grant and is pre-approved by the grantee. • Explanation 		
Contractual Services		\$
<ul style="list-style-type: none"> • Explanation 		
Staff Travel		\$
<ul style="list-style-type: none"> • Explanation: 		
Student Travel		\$
<ul style="list-style-type: none"> • Explanation 		
Staff Training		\$
<ul style="list-style-type: none"> • Explanation 		

<p>Other Cost</p> <p>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</p> <p>Administrative Costs, Salaries Supportive</p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) \$ • Salaries, Supportive, Part-time (Describe positions.) \$ • Explanation <p>Administrative Costs, Other Expenses</p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) \$ • Explanation 		Total: \$	
<p>Note:</p> <ul style="list-style-type: none"> • How much funding do you expect to receive from other sources during the 2009-2010 program year? \$ • What was your total budget last year? Include state, federal and funds from other sources. \$ 			
Total Federal Funds Requested:			\$



**Basic Skills Distance Learning Proposal
For "Project IDEAL"
Update Plan
2009-2010**

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: 5:00 p.m. Friday, April 17, 2009

Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System

**Basic Skills Distance Learning Proposal Continuation
For "Project IDEAL"
July 1, 2009 - June 30, 2010**

Name of Community College/Agency: _____

Name and Title of Contact Person: _____

Telephone Number: _____

Address: _____

E-Mail Address: _____

Fax Number: _____

The following signatures signify that the college/agency will conduct the distance learning project and that the college agrees to the requirements specified on page two, "Requirements of Project."

Signature of College President or Community
Based Organization Board Chair: _____

Date: _____

Signature of Basic Skills Director or Community
Based Organization Director: _____

Date: _____

Instructions: If you have questions concerning the Project IDEAL Grant Update, please call Katie Waters at (919) 807-7136. Respond to each question and mail to the address listed below. **The original application and four copies must be received by April 17, 2009. (NOT POSTMARKED)**

Mail to: Dr. Randy L. Whitfield
Associate Vice President of Basic Skills
North Carolina Community College System

Regular or Courier Mail
5016 Mail Service Center
Raleigh, NC 27699-5016

Overnight (Fed Ex, Priority, etc.)
200 West Jones Street
Raleigh, NC 27603

REQUIREMENTS OF RESEARCH PROJECT

- 1) These programs must be shared as part of a national research project on distance education through the University of Michigan. (The national project's name is "Project IDEAL.")
- 2) Programs must develop a research project that will provide information about using distance education in the Basic Skills area:
 - What is a fair/accurate method of documenting student contact with the materials and instructor for funding purposes?
 - What is a fair and accurate method for compensating instructors teaching at a distance?
 - How does student progress compare to your traditional classroom delivery?
 -
- 3) . Programs must focus on research areas, listed below, and implement a distance learning project using one or both of the following materials:
 - ◆ "Crossroads Café" Wrap-Around series
 - ◆ "English For All"
- 3) Programs must submit a Distance Learning Plan which includes the following components: recruitment, student orientation, student pre- and post-assessment method, material access by student, and student /instructor communication method.
- 4) Programs must offer a class and recruit 15-20 students per class. (There will be no open enrollment for this project. After a set start date, no new students will be allowed to enroll.) The project must be completed by May 31, 2010.
- 5) Projects must be 12-16 weeks in length.
- 6) Program grantee instructors must have attend a 2 day Distance Learning (DL) orientation and complete DL 101. (Training dates for new staff to be scheduled between August and Sept.). DL 101 is a 3-4 week online training.
- 7) Program staff must be willing to access a state website workspace set up for this project to exchange and share with other sites. (Training will include how to access and use the website.)
- 8) Programs must submit reports as directed. (Training will include information regarding reports.)
- 9) Final report: Programs must submit research findings and include description of distance learning model, summary of results, recommendations.
- 10) Programs must attend exit meeting and submit program data including, but not limited to, number of students, pre/post test scores, research questions.

- 11) Templates for forms and procedures will be made available to all projects.
- 12) Programs must target one of the following populations:
 - ◆ Beginning ESL
 - ◆ Low Intermediate ESL
- 13) Please complete the following Request for Proposal (RFP) continuation and return it to Katie Waters by April 17, 2009.
- 14) Funding will be pending approval by the State Board of Community Colleges at May meeting.
- 15) Budgets will remain the same as 2008-2009 unless a justified request for increase is made. (Programs should already have some of the materials.)

**Request for Proposal's Continuation
Basic Skills "Project IDEAL" Distance Learning**

COMPONENTS OF PROPOSAL CONTINUATION

(Identification of and instructions for completing the components of the proposal are given on the following pages. Be certain that all components listed are included in your proposal according to the information given under each component heading.)

I. Abstract

Describe how you will conduct the continuation of the project including the following:

- Student screening criteria
- Type of Basic Skills assessment to be used
- Recruitment
- Orientation
- Materials delivery and exchange (distribution materials/ print/video).
- Assessing learner participation and learning.
- Cost of delivery

II. Body of the Proposal

A. Problem

Describe any changes in the need for a distance learning project using the selected curricula in your area.

B. Objectives/Research Question

List your objectives for this year.

C. Evaluation

- Describe the evaluation process. **Thirty days after the completion of the course, the project administrator must submit a written evaluation of the course.**

D. Dissemination Plan

State that you will agree to submit information to Basic Skills state staff for dissemination of the project.

E. Time Schedule

The time schedule should clearly state major activities and/or deliverables with the expected completion and/or delivery date. Include course start-up and ending dates. (Note: Courses must run for no less than a 10 week period.)

III. Resources (report only changes)

A. Personnel

The qualifications of personnel should be described in sufficient detail to indicate competence for the type of participation proposed for each. Describe qualifications of instructors for teaching in distance learning mode.

B. Facilities/Equipment/Other

The adequacy of necessary facilities, equipment, and services available to conduct the project must be indicated.

IV. Budget (only if requesting increase)

The schedule for the proposed costs of the project must be given on the enclosed budget form. The budget is, at best, an estimate of costs; therefore, provision is made for necessary adjustments within the total allotment after a project is approved and started. (Note: Programs should already have some of the selected materials and be familiar with the use of those materials in a regular classroom setting.)

V. How many individuals (unduplicated head count) did you serve in your ESL Distance Project for the each of the following years?

ESL Individuals Served	# of classes	
		2007-2008
		2006-2007
		2005-2006
		2004-2005
Total		

VI. How many individuals (unduplicated head count) do you expect to serve in your ESL Distance Project for the 2008-2009 and 2009-2010 years?

ESL Individuals Served	# of classes	
		2009-2010
		2008-2009
Total		

Budget Category		Federal Funds Requested
Salaries, Instructional <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	\$ \$	Total: \$
Educational Materials and Supplies <ul style="list-style-type: none"> • Explanation: 		\$
Equipment <ul style="list-style-type: none"> • May not purchase equipment unless it is an integral part of the grant and is pre-approved by the grantee. • Explanation 		\$
Contractual Services <ul style="list-style-type: none"> • Explanation 		\$
Staff Travel <ul style="list-style-type: none"> • Explanation: 		\$
Student Travel <ul style="list-style-type: none"> • Explanation 		\$
Staff Training <ul style="list-style-type: none"> • Explanation 		\$

<p>Other Cost</p> <p>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</p> <p>Administrative Costs, Salaries Supportive</p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p>Administrative Costs, Other Expenses</p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p>	<p>Total: \$</p>
<p>Note:</p> <ul style="list-style-type: none"> • How much funding do you expect to receive from other sources during the 2009-2010 program year? • 	<p style="text-align: center;">\$</p>	
<p>Total Federal Funds Requested:</p>	<p style="text-align: center;">\$</p>	