

Michigan Department of Labor and Economic Growth
OFFICE OF ADULT EDUCATION
201 N. Washington Square
Lansing, Michigan 48913

Authority: P.L. 105-220, Workforce Investment Act of 1998, Title II, Adult Education and Family Literacy Act

Completion: Voluntary. (Consideration for funding will not be possible if form is not filed.)

Direct questions regarding this form to the Office of Adult Education at (517) 373-8800.

**GRANT APPLICATION FOR:
2007-2008 ADULT EDUCATION: WIA CORE PROGRAMS**

APPLICANT	Applicant Name	District Code
	Address	
	City	Zip Code
	Telephone	Fax

CONTACT PERSON	Contact Name	
	Address	
	City	Zip Code
	Telephone	Fax
	Email Address	

**ADULT EDUCATION: WIA CORE PROGRAMS
ADDITIONAL CONTACT INFORMATION
2007 – 2008**

Contacts and Participation

ADULT EDUCATION DIRECTOR

Name	
E-mail Address	
Address	Fax
City, State, Zip	Telephone

FINANCIAL CONTACT

Name	
E-mail Address	
Address	Fax
City, State, Zip	Telephone

WDB Region _____

**ADULT EDUCATION: WIA CORE PROGRAMS
ADULT EDUCATION PROGRAM OFFERINGS
2007 – 2008**

Site Name Where Applicable Classes Are Held:

Site Address

Site Telephone Number

Ext

Programs Offered at this Site (check all that apply):

- ABE
- HSC
- GED
- ESL
- EL Civics
- Workplace Literacy

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

A. Adult Education and Literacy Needs and Priorities

ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008

B. Program Design

1. Curriculum and Instruction

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

2. Program Intensity and Duration

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

3. Alignment with State Performance Objectives

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

4. Technology

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

5. Tuition/Fees

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

6. Recruitment and Retention

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

C. Staff Development

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

D. Coordination of Efforts

ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008

E. Performance and Evaluation

1. Adult Learning Plans

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

2. Assessment

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

3. MAERS

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL GENERAL INSTRUCTION/INSTITUTIONAL
2007 – 2008**

4. Follow-Up

Estimated # of Participants to be Served:

General Instruction _____

Institutional (Jail) _____

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

A. EL-Civics Education Needs and Priorities

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

B. Program Design

1. Curriculum and Instruction

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

2. Alignment with State Performance Objectives

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

3. Technology

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

4. Recruitment and Retention

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

5. On-Site Workplace ESL

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

6. Plan for Sustained Program Funding

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

C. Staff Development

**ADULT EDUCATION: WIA CORE PROGRAMS
PROJECT NARRATIVE – FEDERAL EL-CIVICS
2007 – 2008**

D. Coordination of Efforts

**ADULT EDUCATION: WIA CORE PROGRAMS
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2007 – 2008**

E. Performance and Evaluation

1. Adult Learning Plans

**ADULT EDUCATION: WIA CORE PROGRAMS
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2007 – 2008**

4. Follow-Up

Estimated # of Participants to be Served:

EL-Civics _____

**ADULT EDUCATION: WIA CORE PROGRAMS
ANALYSIS AND IMPROVEMENT PLANS
2007 – 2008**

EDUCATIONAL GAINS AND ATTENDANCE BY EFL (NRS TABLE 4)

Consider the following topics:

Local versus State EFL gain results: Rationale for current results, intensity of instruction and average hours of instruction, the affect of retention and dropout rate to reported participant achievement, low post-testing at certain levels, or other.

Strengths and weaknesses of specific programs (Literacy, GED, HSC, ESL, etc.) as shown by local data results: Different methods of delivery of instruction, intensity of instruction and average hours of instruction, the affect of retention and dropout rate to reported participant achievement, low pre- and post-testing at certain levels, or other.

Methods of assessment for the various EFL levels and their affect on results: Degree of validity of scores and how assessments were conducted, data aligned with assessments, assessments aligned with instruction, assessments conducted properly and consistently within programs and classes, or other.

Answer the following questions:

1. What will you do differently from last year to improve the total number of EFL gains and/or number of EFL gains per instructional hour? (Consider both instructional and administrative strategies.)

2. What technical assistance is needed from DLEG to assist your agency in improving the total number of EFL gains and/or number of EFL gains per instructional hour?

**ADULT EDUCATION: WIA CORE PROGRAMS
ANALYSIS AND IMPROVEMENT PLANS
2007 – 2008**

OUTCOME GOAL ACHIEVEMENT (NRS TABLE 5)

Consider the following topics:

Local versus State goal attainment results: Rationale for current results, i.e., quality and scope of participant enrollment and orientation process, quality and function of goal-setting methods, availability of academic counseling function, alignment with performance accountability reporting structure, or other.

The alignment of participant core outcome goal(s) and the required Adult Learning Plan (ALP): Setting goals realistically, such as assessing literacy levels before entering them into a GED program with a GED goal. Planned pre- and post-test assessments planned for all participants given in a timely fashion to address progress toward meeting goals and adjusting instruction.

Answer the following questions:

1. What will you do differently from last year to improve the rate of participant goal achievement?

2. What technical assistance is needed from DLEG to assist your agency in improving the rate of participant goal achievement?

3. In those areas where you fall below the State levels, what plans for improvement will you put in place?

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ANALYSIS AND IMPROVEMENT PLANS
2007 – 2008**

SERVING PARTICIPANTS MOST IN NEED

Consider how any significant findings on the data tables are related to your program's success in serving participants most in need of receiving adult education services in your community.

Please answer these questions:

1. How are you addressing the needs of individuals who are low income, in the lowest two EFLs for ABE or ESL, displaced homemakers, low-income immigrants and refugees, and unemployed?

2. What are you doing and/or planning to do to overcome barriers these participants have that affect gathering accurate performance data?

MICHIGAN DEPARTMENT OF EDUCATION
ADULT EDUCATION: WIA CORE PROGRAMS
COMBINED BUDGET SUMMARY

COMBINED BUDGET SUMMARY								
Legal Name of Applicant								

FUNCTION CODE	FUNCTION TITLE	SALARIES 1000	BENEFITS 2000	PURCHASED SERVICES 3000, 4000	SUPPLIES & MATERIALS 5000	CAPITAL OUTLAY 6000	OTHER EXPENSES 7000, 8000	TOTAL
130	Adult Continuing Education							
210	Support Services – Pupil							
220	Support Services – Instructional Staff							
230	Support Services - General Administration							
240	Support Services - School Administration							
250	Support Services – Business							
260	Operation and Maintenance of Plant							
270	Pupil Transportation Services							
280	Support Services – Central							
290	Support Services – Other							
330	Community Activities							
350	Custody and Care of Children							
410	Payments to Other Public Schools							
440	Payment to Other Government Entities							
450	Site Acquisition Services							
490	Prior Period Adjustments-material to audited financial statements							
	TOTAL							
	Federal General Instruction							
	Federal Institutional							
	Federal EL Civics							
	Anticipated State Section 107							
	Anticipated Tuition and Fees							
	Anticipated Other Local							
	TOTAL							