



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 11, 2004

RESPOND BY: April 14, 2004

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 2004 – 2005

Since the Workforce Investment Act of 1998 expires 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 2004 to June 2005. 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 14, 2004.

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 grants will be for one year only, program year 2004-2005.

If you currently have a Pathways to Employment, Comprehensive Family Literacy, and/or EL/Civics grants and want your current grant extended, you are required to submit updates for those grants by April 14, 2004. **No new applications will be accepted this year for those programs.**

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

Enclosure: 4 Plans
cc: Presidents
Senior Continuing Education Administrators

CC04-056
Paper & Email copies

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

**ENGLISH LITERACY/CIVICS GRANTS
PLAN AND APPLICATION UPDATE
2004-2005**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Address

Email Address

Instructions: *If you have questions concerning the EL/Civics Grants Plan and Application, 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 14, 2004. (NOT POSTMARKED)***

Mail to: Katie Waters
 Coordinator of ABE/ESL
 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

This funding is for English Literacy/Civics programs to

- Conduct local research
- Develop curriculum materials
- Conduct pilot programs integrating English Literacy and Civics Education
- Develop innovative ways to expand programs and integrate them with Civics Education

ENGLISH LITERACY/CIVICS EDUCATION PROGRAM
PLAN UPDATE

1. Please describe any changes to your program since you submitted your 2003-2004 Comprehensive Family Literacy Program Plan and Application.

2. Describe the effectiveness of your program in 2002-2003 by answering the following question:

- A. How many individuals (duplicated head count) did you serve in EL/Civics activities?

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2004-2005 than you received in 2003-2004. **If you request additional funding, please write a detailed justification for the additional amount.**

Budget and Cost Effectiveness

Budget Category	Federal Funds Requested
<p align="center"><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p align="center">\$</p> <p align="center">\$</p> <p align="center">Subtotal: \$</p>
<p align="center"><i>Administrative Costs</i> (5% limitation for all applicants)</p> <ul style="list-style-type: none"> • Salaries, Full-time (Describe positions.) • Salaries, Part-time (Describe positions.) • Other costs (office supplies, postage, etc.) • Explanation: 	<p align="center">\$</p> <p align="center">\$</p> <p align="center">\$</p> <p align="center">Subtotal: \$</p>
<p align="center"><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Travel</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Other Expenses</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Total Federal Funds Requested:</i></p>	<p align="center">\$</p>

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

**COMPREHENSIVE FAMILY LITERACY
PROGRAM PLAN UPDATE FOR PROGRAM YEAR
2004-2005**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Address

Email Address

Instructions: *If you have questions concerning the Program Plan and Application Update, please call Katie Waters at (919) 807-7136. Respond to each question and mail to the address listed below. The plan must be received by **April 14, 2004.** (NOT POSTMARKED)*

Mail to: Katie Waters
 Coordinator of ABE/ESL
 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

**COMPREHENSIVE FAMILY LITERACY PROGRAM
PLAN UPDATE**

1. Please describe any changes to your program since you submitted your 2003-2004 Comprehensive Family Literacy Program Plan and Application.

2. Describe the effectiveness of your program in 2002-2003 by answering the following questions:

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

Type Individuals Served	2002-2003
ABE	
GED / AHS	
ESL	
Low income individuals	
Single parents and displaced homemakers	
Parents	
Total	

- B. What was the unduplicated head count for family-related basic skills activities in 2002-2003? _____

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2004-2005 than you received in 2003-2004. **If you request additional funding, please write a detailed justification for the additional amount.**

Budget and Cost Effectiveness

Budget Category	Federal Funds Requested
<i>Salaries, Instructional</i>	
<ul style="list-style-type: none"> • Full-time • Part-time • Explanation: 	\$ \$ Subtotal: \$
<i>Administrative Costs</i> (5% limitation for all applicants)	
<ul style="list-style-type: none"> • Salaries, Full-time • Salaries, Part-time • Other costs (office supplies, postage, etc.) • Explanation: 	\$ \$ \$ Subtotal: \$
<i>Educational Materials and Supplies</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Staff Training</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Travel</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Other Expenses</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Total Federal Funds Requested:</i>	\$

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

**PATHWAYS TO EMPLOYMENT FOR WORK FIRST CLIENTS
PROGRAM PLAN AND APPLICATION UPDATE FOR 2004-2005**

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 plan must be received by **April 14, 2004.** (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 2003-2004 Pathways to Employment Program Plan and Application.

2. Describe the effectiveness of your program in 2002-2003 by answering the following questions:

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

Type Individuals Served	2002-2003
ABE	
GED / AHS	
ESL	
Low income individuals	
Workers	
Total	

B. What was the unduplicated head count for work-related basic skills activities in 2002-2003? _____

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2004-2005 than you received in 2003-2004. **If you request additional funding, please write a justification for the additional amount.**

Budget and Cost Effectiveness

Budget Category	Federal Funds Requested
<i>Salaries, Instructional</i>	
<ul style="list-style-type: none"> • Full-time • Part-time • Explanation: 	\$ \$ Subtotal: \$
<i>Administrative Costs</i> (5% limitation for all applicants)	
<ul style="list-style-type: none"> • Salaries, Full-time • Salaries, Part-time • Other costs (office supplies, postage, etc.) • Explanation: 	\$ \$ \$ Subtotal: \$
<i>Educational Materials and Supplies</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Staff Training</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Travel</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Other Expenses</i>	\$
<ul style="list-style-type: none"> • Explanation: 	
<i>Total Federal Funds Requested:</i>	\$

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

**BASIC SKILLS PROGRAM UPDATE FOR PROGRAM YEAR
2004-2005**

College/Agency/Organization

Date

Person(s) completing this application

Telephone Number

Address

Email Address

Instructions: *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 update must be received, by April 14, 2004.** (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 2003-2004 Program Plan and Application.

II. Describe the effectiveness of your program in 2002-2003 by answering the following questions:

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

Program Area	2002-2003
Adult Basic Education (ABE)	
GED/AHS	
English as a Second Language (ESL)	
Compensatory Education (CED)	
Total	

What was your **unduplicated** headcount for 2002-2003? _____

B. What was your retention rate in 2002-2003?

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 2002-2003 to get the % of retention rate.

2002-2003	
A. # Completed level	_____
B. # Remained same level or	_____
Total of A + B	_____
Total of (A) and (B) =	_____
%	Total Enrollment
Retention Rate	

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 2004-2005 than you received in 2003-2004. **If you request additional funding, please write a detailed justification for the additional amount.**

Budget Category	Federal Funds Requested
<p align="center"><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p align="center">\$</p> <p align="center">\$</p> <p align="right">Subtotal: \$</p>
<p align="center"><i>Administrative Costs (5% limitation)</i></p> <ul style="list-style-type: none"> • Salaries, Full-time (Describe positions.) • Salaries, Part-time (Describe positions.) • Other costs (office supplies, postage, etc.) 	<p align="center">\$</p> <p align="center">\$</p> <p align="right">Subtotal: \$</p>
<p align="center"><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Travel</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Other Expenses</i></p> <ul style="list-style-type: none"> • Explanation: 	<p align="center">\$</p>
<p align="center"><i>Total Federal Funds Requested:</i></p>	<p align="center">\$</p>