



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 4, 2005

**RESPOND BY: April 18, 2005**

**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 2005 – 2006

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 2005 to June 2006. 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 18, 2005**.

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 2005-2006.

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 18, 2005. **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

CC05-052  
Paper & Email copies

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

**ENGLISH LITERACY/CIVICS GRANTS  
PLAN AND APPLICATION UPDATE  
2005-2006**

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College/Agency/Organization

Date

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Person(s) completing this application

Telephone Number

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Address

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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 18, 2005. (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 2004-2005 Comprehensive Family Literacy Program Plan and Application Update.

2. Describe the effectiveness of your program in 2003-2004 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 2005-2006 than you received in 2004-2005. **If you request additional funding, please write a detailed justification for the additional amount.**

*Budget and Cost Effectiveness*

<b>Budget Category</b>	<b>Federal Funds Requested</b>
<i>Salaries, Instructional</i>	
?? Full-time (Describe positions.)	\$
?? Part-time (Describe positions.)	\$
?? Explanation:	Subtotal: \$
<i>Administrative Costs</i> <b>(5% limitation for all applicants)</b>	
?? Salaries, Full-time (Describe positions.)	\$
?? Salaries, Part-time (Describe positions.)	\$
?? Other costs (office supplies, postage, etc.)	\$
?? Explanation:	Subtotal: \$
<i>Educational Materials and Supplies</i>	\$
?? Explanation:	
<i>Staff Training</i>	\$
?? Explanation:	
<i>Travel</i>	\$
?? Explanation:	
<i>Other Expenses</i>	\$
?? Explanation:	
<i>Total Federal Funds Requested:</i>	\$

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

**COMPREHENSIVE FAMILY LITERACY  
PROGRAM PLAN UPDATE FOR PROGRAM YEAR  
2005-2006**

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College/Agency/Organization

Date

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Person(s) completing this application

Telephone Number

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Address

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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 original application and four copies must be received by April 18, 2005. (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

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Raleigh, NC 27603

**COMPREHENSIVE FAMILY LITERACY PROGRAM  
PLAN UPDATE**

4. Please describe any changes to your program since you submitted your 2004-2005 Comprehensive Family Literacy Program Plan and Application Update.

5. Describe the effectiveness of your program in 2003-2004 by answering the following questions:

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

Type Individuals Served	2003-2004
ABE	
GED / AHS	
ESL	
Low income individuals	
Single parents and displaced homemakers	
Parents	
Total	

C. What was the unduplicated head count for family-related basic skills activities in 2003-2004? \_\_\_\_\_

6. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2005-2006 than you received in 2004-2005. **If you request additional funding, please write a detailed justification for the additional amount.**

*Budget and Cost Effectiveness*

<b>Budget Category</b>	<b>Federal Funds Requested</b>
<i>Salaries, Instructional</i>	
?? Full-time	\$
?? Part-time	\$
?? Explanation:	Subtotal: \$
<i>Administrative Costs</i> <b>(5% limitation for all applicants)</b>	
?? Salaries, Full-time	\$
?? Salaries, Part-time	\$
?? Other costs (office supplies, postage, etc.)	\$
?? Explanation:	Subtotal: \$
<i>Educational Materials and Supplies</i>	\$
?? Explanation:	
<i>Staff Training</i>	\$
?? Explanation:	
<i>Travel</i>	\$
?? Explanation:	
<i>Other Expenses</i>	\$
?? 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 2005-2006**

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College/Agency/Organization

Date

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Person(s) completing this application

Telephone Number

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Address

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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 18, 2005. (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 2004-2005 Pathways to Employment Program Plan and Application Update.

2. Describe the effectiveness of your program in 2003-2004 by answering the following questions:

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

Type Individuals Served	2003-2004
ABE	
GED / AHS	
ESL	
Low income individuals	
Workers	
Total	

E. What was the unduplicated head count for work-related basic skills activities in 2003-2004? \_\_\_\_\_

### 3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2005-2006 than you received in 2004-2005. **If you request additional funding, please write a justification for the additional amount.**

*Budget and Cost Effectiveness*

<b>Budget Category</b>	<b>Federal Funds Requested</b>
<i>Salaries, Instructional</i>	
?? Full-time	\$
?? Part-time	\$
?? Explanation:	Subtotal: \$
<i>Administrative Costs</i> <b>(5% limitation for all applicants)</b>	
?? Salaries, Full-time	\$
?? Salaries, Part-time	\$
?? Other costs (office supplies, postage, etc.)	\$
?? Explanation:	Subtotal: \$
<i>Educational Materials and Supplies</i>	\$
?? Explanation:	
<i>Staff Training</i>	\$
?? Explanation:	
<i>Travel</i>	\$
?? Explanation:	
<i>Other Expenses</i>	\$
?? 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  
2005-2006**

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College/Agency/Organization

Date

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Person(s) completing this application

Telephone Number

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Address

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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 original plan and four copies must be received by April 18, 2005. (NOT POSTMARKED)***

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

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5016 Mail Service Center  
Raleigh, NC 27699-5016

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## **BASIC SKILLS PROGRAM PLAN UPDATE**

1. Please describe any changes to your program since you submitted your 2004-2005 Program Plan and Application Update.

II. Describe the effectiveness of your program in 2003-2004 by answering the following questions:

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

Program Area	2003-2004
Adult Basic Education (ABE)	
GED/AHS	
English as a Second Language (ESL)	
Compensatory Education (CED)	
Total	

What was your **unduplicated** headcount for 2003-2004? \_\_\_\_\_

B. What was your retention rate in 2003-2004?

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 2003-2004 to get the % of retention rate.

2003-2004	
<b>A. # Completed level</b>	_____
<b>B. # Remained same level or</b>	_____
<b>Total of A + B</b>	_____
<u>Total of (A) and (B)</u> =	_____ %
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 2005-2006 than you received in 2004-2005. **If you request additional funding, please write a detailed justification for the additional amount.**

<b>Budget Category</b>	<b>Federal Funds Requested</b>
<p style="text-align: center;"><i>Salaries, Instructional</i></p> <p>?? Full-time (Describe positions.)</p> <p>?? Part-time (Describe positions.)</p> <p>?? Explanation:</p>	<p>\$</p> <p>\$</p> <p>Subtotal: \$</p>
<p style="text-align: center;"><i>Administrative Costs (5% limitation)</i></p> <p>?? Salaries, Full-time (Describe positions.)</p> <p>?? Salaries, Part-time (Describe positions.)</p> <p>?? Other costs (office supplies, postage, etc.)</p>	<p>\$</p> <p>\$</p> <p>\$</p> <p>Subtotal: \$</p>
<p style="text-align: center;"><i>Educational Materials and Supplies</i></p> <p>?? Explanation:</p>	<p>\$</p>
<p style="text-align: center;"><i>Staff Training</i></p> <p>?? Explanation:</p>	<p>\$</p>
<p style="text-align: center;"><i>Travel</i></p> <p>?? Explanation:</p>	<p>\$</p>
<p style="text-align: center;"><i>Other Expenses</i></p> <p>?? Explanation:</p>	<p>\$</p>
<p style="text-align: center;"><i>Total Federal Funds Requested:</i></p>	<p>\$</p>