



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 6, 2008

RESPOND BY: April 17, 2008

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 2008 – 2009

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 2008 to June 2009. 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, 2008**.

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 2008-2009.

If you currently have a Pathways to Employment, Comprehensive Family Literacy, Basic Skills Distance Learning for Project IDEAL, and/or EL/Civics grants and want your current grant extended, you are required to submit updates for those grants by April 17, 2008. **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: 5 Plans
cc: Presidents
Senior Continuing Education Administrators

CC08-060
Paper & Email Copies

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

**ENGLISH LITERACY/CIVICS GRANTS
PLAN AND APPLICATION UPDATE
2008-2009**

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 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, 2008. (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

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 2007-2008 Comprehensive Family Literacy Program Plan and Application.

2. Describe the effectiveness of your program in 2006-2007 by answering the following question:

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

Type Individuals Served	2006-2007
ABE	
GED / AHS	
ESL	
Low income individuals	
Workers	
Total	

B. What was the unduplicated head count for work-related basic skills activities in 2006-2007? _____

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2008-2009 than you received in 2007-2008. **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><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p>\$</p> <p>\$</p>	Total: \$
<p><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Equipment</i></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><i>Contractual Services</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Travel</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Student Travel</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Other Cost</i></p> <p><i>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</i></p>		Total: \$

<p><i>Administrative Costs, Salaries Supportive</i></p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p><i>Administrative Costs, Other Expenses</i></p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p>\$</p> <p>\$</p> <p>\$</p>	
<p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>How much funding do you expect to receive from other sources during the 2008-2009 program year?</i> • What was your total budget last year? Include state, federal and funds from other sources. 		<p>\$</p> <p>\$</p>
<p><i>Total Federal Funds Requested:</i></p>		<p>\$</p>

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

**COMPREHENSIVE FAMILY LITERACY
PROGRAM PLAN UPDATE FOR PROGRAM YEAR
2008-2009**

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 address listed below. **The original application and four copies must be received by April 17, 2008. (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

**COMPREHENSIVE FAMILY LITERACY PROGRAM
PLAN UPDATE**

4. Please describe any changes to your program since you submitted your 2007-2008 Comprehensive Family Literacy Program Plan and Application.

5. Describe the effectiveness of your program in 2006-2007 by answering the following questions:

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

Type Individuals Served	2006-2007
ABE	
GED / AHS	
ESL	
Low income individuals	
Single parents and displaced homemakers	
Parents	
Total	

D. What was the unduplicated head count for family-related basic skills activities in 2006-2007? _____

6. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2008-2009 than you received in 2007-2008. **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><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p>\$</p> <p>\$</p>	Total: \$
<p><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Equipment</i></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><i>Contractual Services</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Travel</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Student Travel</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Other Cost</i></p> <p><i>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</i></p>		Total: \$

<p><i>Administrative Costs, Salaries Supportive</i></p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p><i>Administrative Costs, Other Expenses</i></p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p>\$</p> <p>\$</p> <p>\$</p>	
<p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>How much funding do you expect to receive from other sources during the 2008-2009 program year?</i> • What was your total budget last year? Include state, federal and funds from other sources. 	<p>\$</p> <p>\$</p>	
<p><i>Total Federal Funds Requested:</i></p>	<p>\$</p>	

*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 2008-2009**

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, 2008. (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 2007-2008 Pathways to Employment Program Plan and Application.

2. Describe the effectiveness of your program in 2006-2007 by answering the following questions:

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

Type Individuals Served	2006-2007
ABE	
GED / AHS	
ESL	
Low income individuals	
Workers	
Total	

F. What was the unduplicated head count for work-related basic skills activities in 2006-2007? _____

3. Budget

Please submit the attached budget sheet **only** if you are requesting a different amount of funding for 2008-2009 than you received in 2007-2008. **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
<p><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p>\$</p> <p>\$</p>	Total: \$
<p><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Equipment</i></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><i>Contractual Services</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Travel</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Student Travel</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Other Cost</i></p> <p><i>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</i></p>		Total: \$

<p><i>Administrative Costs, Salaries Supportive</i></p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p><i>Administrative Costs, Other Expenses</i></p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p>\$</p> <p>\$</p> <p>\$</p>	
<p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>How much funding do you expect to receive from other sources during the 2008-2009 program year?</i> • What was your total budget last year? Include state, federal and funds from other sources. 	<p>\$</p> <p>\$</p>	
<p><i>Total Federal Funds Requested:</i></p>	<p>\$</p>	

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

**BASIC SKILLS PROGRAM UPDATE FOR PROGRAM YEAR
2008-2009**

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 original plan and four copies must be received by April 17, 2008. (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 2007-2008 Program Plan and Application.

II. Describe the effectiveness of your program in 2006-2007 by answering the following questions:

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

Program Area	2006-2007
Adult Basic Education (ABE)	
GED/AHS	
English as a Second Language (ESL)	
Compensatory Education (CED)	
Total	

What was your **unduplicated** headcount for 2006-2007? _____

B. What was your retention rate in 2006-2007?

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 2006-2007 to get the % of retention rate.

2006-2007	
A. # Completed level _____	
B. # Remained same level or _____	
Total of A + B _____	
$\frac{\text{Total of (A) and (B)}}{\text{Total Enrollment}} = \frac{\text{_____}}{\text{_____}}$	
% 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 2008-2009 than you received in 2007-2008. **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><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p>\$</p> <p>\$</p>	Total: \$
<p><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Equipment</i></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><i>Contractual Services</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Travel</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p><i>Student Travel</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p><i>Other Cost</i></p> <p><i>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</i></p>		Total: \$

<p><i>Administrative Costs, Salaries Supportive</i></p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p><i>Administrative Costs, Other Expenses</i></p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p>\$</p> <p>\$</p> <p>\$</p>	
<p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>How much funding do you expect to receive from other sources during the 2008-2009 program year?</i> • What was your total budget last year? Include state, federal and funds from other sources. 		<p>\$</p> <p>\$</p>
<p><i>Total Federal Funds Requested:</i></p>		<p>\$</p>

Basic Skills Distance Learning Proposal Continuation

For "Project IDEAL"
July 1, 2008-June 30, 2009

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, 2008. (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, 2009.
- 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, 2008.
- 14) Funding will be pending approval by the State Board of Community Colleges at May meeting.
- 15) Budgets will remain the same as 2007-2008 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.)

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

Body of the Proposal

A. Problem

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

Objectives/Research Question

List your objectives for this year.

Evaluation

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

Dissemination Plan

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

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.)

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.

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.)**

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	
		2006-2007
		2005-2006
		2004-2005
Total		

**How many individuals (unduplicated head count) do you expect to serve in your
ESL Distance Project for the 2007-2008 and 2008-2009 years?**

ESL Individuals Served	# of classes	
		2008-2009
		2007-2008
Total		

Budget Category		Federal Funds Requested
<p style="text-align: center;"><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Full-time (Describe positions.) • Part-time (Describe positions.) • Explanation: 	<p style="text-align: center;">\$</p> <p style="text-align: center;">\$</p>	Total: \$
<p style="text-align: center;"><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p style="text-align: center;"><i>Equipment</i></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 style="text-align: center;"><i>Contractual Services</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p style="text-align: center;"><i>Staff Travel</i></p> <ul style="list-style-type: none"> • Explanation: 		\$
<p style="text-align: center;"><i>Student Travel</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p style="text-align: center;"><i>Staff Training</i></p> <ul style="list-style-type: none"> • Explanation 		\$
<p style="text-align: center;"><i>Other Cost</i></p> <p style="text-align: center;"><i>Note: Administrative Costs (Salaries Supportive and Other Expenses) cannot exceed more than 5% of total grant.</i></p>		Total: \$

<p><i>Administrative Costs, Salaries Supportive</i></p> <ul style="list-style-type: none"> • Salaries, Supportive, Full-time (Describe positions.) • Salaries, Supportive, Part-time (Describe positions.) • Explanation <p><i>Administrative Costs, Other Expenses</i></p> <ul style="list-style-type: none"> • Other Expenses (office supplies, postage, etc.) • Explanation 	<p>\$</p> <p>\$</p> <p>\$</p>	
<p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>How much funding do you expect to receive from other sources during the 2008-2009 program year?</i> • 		<p>\$</p>
<p><i>Total Federal Funds Requested:</i></p>		<p>\$</p>