**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

Academic Office

Program Enhancement Project (PEP) Grants for Adult Education

**GENERAL PROPOSAL APPLICATION**

FY 2024–2025

|  |  |
| --- | --- |
| Applicant Organization:  | Town/Agency Code:  |
| Address:  | Zip Code:  |
| Provider/Agency Director:  | Phone: |
| Email:  |
| Superintendent of Schools or Chief Executive Officer of Agency: | Phone: |
| Email:  |
| **Signature of Superintendent of Schools or Chief Executive Officer of Agency:** | Date:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRIORITY AREA** | **GRANT CODE** | **MAXIMUM AWARD** | **FUNDS REQUESTED** | **MATCHING FUNDS (20%)** |
|  |  |  | **ESL 1-6/ABE 1-4** | **ABE/ASE 5-6** |  |
| Connecticut Adult Virtual High School | (S)AVHS | $450,000 |  |  |  |
| Corrections Education | (E)CORR or (S)CORR | $200,000 |  |  |  |
| Family Literacy Services | (E)FLS or (S)FLS | $50,000 |  |  |  |
| Instructional Innovation | (E)INNOV or (S)INNOV | $30,000 |  |  |  |
| Integrated Education and Training | (E)IET or (S)IET  | $50,000 |  |  |  |
| Integrated English Literacy and Civics Education | (E) IELCE | $25,000 |  |  |  |
| Integrated English Literacy and Civics Education + Training | (E) IELCE + T | $75,000 |  |  |  |
| Technology Integration and Expansion of Services | (E)TECH or (S)TECH | $30,000 |  |  |  |
| Transition, Career Navigation and Support | (E)TCNS or (S)TCNS  | $50,000 |  |  |  |
| **Total Funds Requested** | **$** | **$** | **$** |
| Date Submitted:  |  | Date of Board/Agency Approval Date:  |

The below sections are to be thoroughly completed by all PEP FY 2024-2025 applicants. References to the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II, Adult Education and Family Literacy Act (AEFLA) can be found at the following link, <https://aefla.ed.gov/>.

**Organization Background:** Thoroughly complete the below section. Limit your response to approximately 250 words per requirement.

|  |  |
| --- | --- |
| Requirement | Response |
| Describe the background and experience of the applicant agency, including services to primary population(s) and geographic areas served.  |  |
| Demonstrated Effectiveness Form is submitted with the proposal. | [ ] Yes [ ] No |

**Accountability Practices/State Considerations for Funding:** Thoroughly complete the below section. All responses require additional explanation. Limit your response to approximately 250 words per requirement.

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| --- | --- | --- |
| Requirement | Response | Explanation |
| Applicant will adhere to the [Connecticut Competency System (CCS) Policies and Guidelines.](https://portal.ct.gov/SDE/Adult-Ed/Accountability/Adult-Education-Assessment-and-Accountability/Documents) | [ ] Yes [ ] No |  |
| Applicant will utilize CASAS etesting and TOPSpro Enterprise system to provide immediate test scoring and reports. | [ ] Yes [ ] No |  |
| Applicant will ensure that appropriate staff are trained in LACES and that staff follows the policy and procedures outlined in the [LACES User Guide](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/gettingstarted.htm). | [ ] Yes [ ] No |  |
| Applicant will ensure that all instructional staff hold the appropriate certifications/endorsements for the content areas as required by the CSDE. | [ ] Yes [ ] No |  |
| Applicant will ensure that all Adult Basic Education (ABE), General Educational Development (GED), Credit Diploma Program (CDP) teachers are trained in using the [College and Career Readiness Standards for Adult Education (CCRS),](https://lincs.ed.gov/professional-development/resource-collections/profile-521) and all English as a Second Language teachers are trained in using the [English Language Proficiency Standards (ELPS)](https://lincs.ed.gov/professional-development/resource-collections/profile-964). | [ ] Yes [ ] No |  |
| Applicant will provide professional learning opportunities for program staff in the areas of reading, writing, speaking, mathematics, English language acquisition, technology, and staff training. | [ ] Yes [ ] No |  |

**Recruitment, Retention and Support Services****:** Thoroughly complete the below section. All responses require additional explanation. Limit your response to approximately 250 words per requirement.

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| --- | --- |
| Requirement | Response |
| Describe your FY 2024-2025 PEP recruitment plan. |  |
| Describe your FY 2024-2025 PEP retention plan. |  |
| Describe the barrier, transition and other support services that will be offered to FY 2024-2025 PEP participants. Include current or planned collaborations with community organizations that will increase the effectiveness of your program and support students. |  |
| Describe how you will serve eligible individuals with disabilities, including eligible individuals with learning disabilities. |  |

**Integration with the Local Workforce Development Board (WDB) and One-Stop Partner:** Thoroughly complete the below section. Limit your response to approximately 250 words per requirement. An Interagency Collaboration with the local Workforce Development Board (WDB) must be submitted at the time of application.

|  |  |
| --- | --- |
| Requirement | Response |
| Describe how you will align your PEP services to the [local WDB plan](https://www.ctdol.state.ct.us/rwdb/dir-rwdb.htm) and local economic conditions including existing and emerging in-demand industry sectors and occupations. including existing and emerging in-demand industry sectors and occupations. |  |
| Review the required Interagency Collaboration between your agency and the local WDB and address your collaboration for FY 2024-2025. |  |
| Describe how your agency will provide access to career and training services to students through the local One-Stop partner and promote concurrent enrollment. |  |
| WDB Interagency Collaboration Agreement is submitted with the proposal. | [ ] Yes [ ] No |

**Priority Area Specifications and Budget:** Each of the priority areas within the grant application must have a thoroughly completed individual project plan and accompanying budget. Refer to the individual priority area specifications and the “Proposal Guidelines and Requirements” sections in the RFP for requirements.

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| Funding | Priority Area Planning Documents | Priority Area Budget Template |
| Section 231 Comprehensive Adult Education Services | Connecticut Adult Virtual High SchoolFamily Literacy ServicesInstructional InnovationIntegrated Education and TrainingIntegrated English Literacy and Civics Education (IELCE)Technology Integration and Expansion of ServicesTransition, Career Navigation and Support | Section 231 Comprehensive Adult Education Services budget template:  |
| Section 225 Corrections Education | Corrections Education  | Section 225 Corrections Education budget template |
| Section 243Integrated English Literacy and Civics Education | Integrated English Literacy and Civics Education (IELCE+T) | Section 243 Integrated English Literacy and Civics Education budget template |