



FY2017 ICCB Adult Education and Literacy Continuation Plan

A review of the FY17 ICCB AEL
Continuation Plan and its attachments
-for current ICCB funded programs

Benjamin McDaniel, ICCB Adult Education Director for Data and Accountability



Additional Continuation Plan Questions ??

Questions not addressed in the webinar should be emailed to:

aeflrfp@iccb.state.il.us

We will compile an FAQ to address unanswered questions and post the responses to the ICCB website.

Application Submission Info

Application Deadline: The **original application** must be received by the Illinois Community College Board (ICCB) no later than **4:30 p.m. (CDT) Tuesday, May 31, 2016.**

The address for submission is:

Illinois Community College Board
Attn. Jamil Steele, Senior Director for Adult Education
401 East Capitol Avenue
Springfield, Illinois 62701-1711

- **In addition, an electronic copy of the application, including all attachments must be submitted to: submitrfp@iccb.state.il.us by 4:30 p.m. (CDT) on Tuesday, May 31, 2016.**
- **SPECIAL NOTE:** The subject line of the e-mail should read as follows: **FY17 RFP [INSERT APPLICANT'S NAME HERE]**

Application Submission Cont.

- **Applicants** Must submit all required attachments to be eligible for continued funding.
- Application must be signed by the Chancellor/President/Chief Executive Officer, Superintendent or Executive Director of the institution. **Applications signed by any other official will not be accepted.**
- If applicable, must provide evidence of IRS not-for-profit status (Section 501(c)(3) of the Internal Revenue Code);
(Only private not-for-profit organizations must provide the Evidence of Not-for-Profit Status.)
- Must provide a list of current board members including name, address, telephone numbers, and e-mail addresses.
- Must submit a most recent A-133 audit summary or an independent program audit (with the original hard copy application only).
- Must submit proof of adequate liability insurance.

Continuation Plan Attachments

ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND LITERACY
CONTINUATION PLAN ATTACHMENTS

As a part of the FY17 Illinois Community College Board's Adult Education and Literacy Continuation Plan, programs should complete the following worksheets. Various hyperlinks exist throughout the workbook to assist with completion. Cells have been protected to ensure only areas requiring response allow entry.

In addition, the FY17 Continuation Plan Narrative and the FY17 Budget workbook must be completed and submitted as a part of the process.

Enter Program Name Here

Program Name

ATTACHMENT LINKS WITHIN THIS WORKBOOK

[Agency Information](#)

[Professional Development](#)

[Fiscal Resources](#)

[Cost Allocation](#)

[Service Ratio and Org Charts](#)

[Proposed Subcontractors](#)

[Bridge, i-Pathways, STAR and IET](#)

Enter the program name here and it will be copied across all other attachments.

Click links to jump to specific workbook pages

Agency Information

APC #

Select CC, CBO, Etc. from drop down

Indicate the Area Planning Council District and the program type. Provide additional information as requested.

Area Planning Council District #	
Program Type	
PROGRAM NAME:	0
FY16 Allocation	
FY16 Estimated # of Students Served	
FY17 Total Request	
FY17 Estimated # of Students Served	

Enter Program Name here and it will carry over to other pages in the workbook

For FY16, use actual allocations of Federal Dollars and estimated # of students served for these boxes

For FY17 State Funds requests, use FY15 allocations to arrive at requested totals. Combine FY15 State Public Assistance and FY15 State Basic allocation amounts to arrive at FY17 total request in the State Basic Funding source.

Include contact information for all applicable contacts. Include the appropriate contact people in your agency that are responsible for the ICCB Adult Education and Literacy grant but only one contact and one location per box. **The Chief Executive Officer MUST sign the Cover Page of the proposal. There will be no exceptions to this requirement.**

Professional Development Tab

PROFESSIONAL DEVELOPMENT

ILLINOIS COMMUNITY COLLEGE BOARD

FY17 ADULT EDUCATION AND LITERACY

PROFESSIONAL DEVELOPMENT ACTIVITY SUMMARY

PROGRAM NAME:	D
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Complete the chart with the requested professional development activities for FY17. Adult Education and Literacy providers are required to provide all instructional staff with a minimum of eight (8) hours of appropriate AEL professional development (New Teacher Orientation is not included in these 8 hours). If other categories of training are offered, list the individual topic areas in the rows titled "Other". See Appendix C for Key Definitions.

Topic Area	Expected Number of These Activities	# Provided By Service Center Network	# Provided In-House	# Provided by Other Provider	Number of Admin Staff	Number of Support Staff	Number of Instructors	Estimated Total Costs	Percent from ICCB Restricted	Percent from Other Sources
ABE Content										
ADA Coordinator										
Administrator Training										
ASE/HSE Content										
Assessment										
Bridge / Transitions										
Content Standards (CCRS)										
DAISI & PENTAHO Training										
Distance Learning										
ESL Content										
Evidence Based Reading Instruction										
Explicit Instruction										
Other Specialist Training										
Reading/Writing/Math Specialist Training										
Special Learning Needs										
Technology										
Transitions Coordinator										
Integrated Education and Training (IET)										
FY17 - Total estimated part-time and full-time Adult Education and Literacy staff (administration, instructional and support) funded with ICCB Adult Education and Literacy Funds										

Include in the summary all staff paid with ICCB Adult Education and Literacy resources whether full or part-time.

Indicate the total number of activities and the number of these activities that will be provided by the Service Center Network, In-house or by other professional development providers.

If other categories of training are offered, list the individual topic areas in the blank rows.

Also detail the anticipated number of Administrators, Support Staff and Instructors – by category – who will participate in each activity.

Fiscal Resources Tab

A. Funding Request			
Enter the requested amount of funds for each applicable funding source. Applicants will be required to provide a match (either direct or in-kind) of 25% of the allocation request and outline the source of those funds below in the Coordination of Resources area.			
Type of Grant	FY16 Allocation	FY17 Request	25% Match Amount Required
Federal Basic			NA
Federal EL/Civics			
State Basic*	\$0		Amount of current match (from Coordination of Resources Table)
State Public Assistance	\$0	#	
State Performance*	\$0		
Total:	\$0	\$0	
* For FY17 State Funds requests, use FY15 allocations to arrive at requested totals. Combine FY15 State Public Assistance and FY15 State Basic allocation amounts to arrive at FY17 total request in the State Basic Funding source.		# State Public Assistance will not be an available funding source in FY17	

- Use FY15 State Allocation totals to complete Fiscal Resources tab.
- For 25% Match requirement, identify a combination of resources to supplement allocated grant funds (such as Institutional Support, i.e. Unrestricted funds, Secretary of State Literacy grant, Perkins vocational education, ICCB credit hour claim, Truants' Alternative and Optional Education, private sources, local contributions, tuition, and other restricted grant funds)

Cost Allocation Tab

COST ALLOCATION

ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND LITERACY
COST ALLOCATION

PROGRAM NAME: 0

Cost allocation is the process that ensures all programs or funding streams are responsible for their appropriate share of total program costs. It demonstrates that the funds expended under this program follow the student. While the process may be unique to each program, it must be fair, reasonable, defensible and consistent.

The ICCB reserves the right to request additional budget information as part of its grant award process. One cost allocation plan should be used for both Instructional and Non-Instructional costs.

Programs using Student Head Count or Units of Instruction generated as their basis for allocating ICCB AEL costs should indicate below which method will be used for ICCB AEL FY17 expenditures.

Student Head Count

OR

Units of Instruction

Other*

*Narrative response not required if no change from previously stated "other" cost allocation policy.

Applicants who have developed criteria for allocation of programmatic costs that fall into the "Other" category should write a brief narrative in the remaining area and address the following:

1. the specific methodology and internal policies and procedures to be followed, and
2. how this methodology meets the criteria for an acceptable cost allocation plan (fair, reasonable, defensible and consistent.) (Press ALT+ENTER if a line break is needed in the narrative response.)

- Select Student Head-Count or Units of Instruction as basis for allocating costs, or other (including a narrative response) if a different method is used.

Service Ratio & Org Charts

SERVICE RATIO AND ORGANIZATIONAL CHARTS

ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND FAMILY LITERACY
SERVICE RATIO AND ORGANIZATIONAL CHARTS

PROGRAM NAME: 0

Indicate the following number of individuals based on their program role (assigned based on where the majority of their time is spent):

Total Administrators	Total Support Staff	Total Instructors	FY17 Estimated # of Students Served (unduplicated)	Total Request	Average Attendance Hours per Student for FY17*
			0	\$0	

* Applicant should estimate the average attendance hours expected per student served with grant funds in FY17.

Duplicated Totals by Instructional Category (with Correctional Facility breakout count)

In the following table provide a duplicated count of the estimated number of participants that will be claimed for each category. For students receiving instructional services in multiple categories, count them in each category in which they will receive service.

	Adult Basic Education	Adult Secondary Education	English as a Second Language	High School Credit	Vocational	Services provided in a Correctional Facility**
Participants						

Estimated Funding for students served in Correctional Facilities:

** Indicate the number of participants across all instructional

FY17 Duplicated Totals by Instr. Category

This data can be found on the Program Status Report

	Support Staff	Instructors	Students	FY17 Estimated projections
Administrators				Estimated \$ per Student:
Support Staff				Estimated Cost per AH:
Instructors				Total projected AH:

Attach the following:

1. Include an organizational chart of the Administrative structure of the institution/agency. Clearly mark the location of the Adult Education and Literacy Unit within the structure.
2. Include an organizational chart of the Adult Education and Literacy Unit indicating staff positions and their relationship within the unit.

These charts should include all staff providing service to Adult Education and Literacy students whether or not the positions receive any funding from ICCB AEL sources.

Proposed Subcontractors tab

PROPOSED SUBCONTRACTORS

ILLINOIS COMMUNITY COLLEGE BOARD
 FY17 ADULT EDUCATION AND LITERACY
 PROPOSED SUBCONTRACTORS

PROGRAM NAME:	0
<p>Programs may enter into a subcontracting agreement with another eligible entity, which is not already funded by the ICCB, to provide additional services to support the adult education population served. However, all program responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant.</p>	

<i>Will the program use subcontractors?</i>	<input type="text"/>
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Select Yes or No from drop-down box

Subcontractor Name	Address and City	Phone #	Is this an existing subcontractor?	Instructional Services to be offered	Support Services to be offered	Total Unduplicated Students to be served	Estimated Funding to Subcontractor
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- Continuing providers may enter into a subcontracting agreement with another eligible entity, *which is not already funded by the ICCB*, to provide additional services to support the adult education population served. The program responsibilities are to be retained by the continuing provider to insure compliance with the terms and conditions of the grant. **A continuing provider may NOT subcontract all instructional activities to another entity.**
- Providers using subcontractors must complete the provided table with the name, address, proposed services, total number of unduplicated students served, and estimated funding for each subcontractor. Continuing providers must identify each subcontractor in the table provided.
- **THE ICCB RESERVES THE RIGHT TO REVIEW AND APPROVE ALL SUBCONTRACTING AGREEMENTS.**

Bridge, i-Pathways, STAR & IET tab

BRIDGE, i-PATHWAYS, STAR and IET

ILLINOIS COMMUNITY COLLEGE BOARD
 FY17 ADULT EDUCATION AND LITERACY
 BRIDGE, i-PATHWAYS, STAR and IET

PROGRAM NAME: 0

A. Bridge, i-Pathways and STAR instruction

Complete the following table using data from the "Verification Report" (with AH filter applied). The report is available in DAISI's Static Report center.

Categories	FY15 Actual	FY16 Estimated	FY17 Projected	Total
Number of Bridge Students (see page 4)				0
Number of STAR students (see page 4)				0
Total # of i-Pathways students (page 5)				0
Total:	0	0	0	0

B. Integrated Education and Training / ICAPS Students

WIOA requires Adult Education providers to take an Integrated Education and Training approach to service delivery. This means providing Adult Education activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

In Illinois, the ICAPS model has been adopted to address this need. If your program provides ICAPS opportunities for students, identify how many ICAPS students were served in FY15, estimated levels of service for FY16 and projected service levels in FY17

Integrated Education and Training Students	FY15 Actual	FY16 Estimated	FY17 Projected	Total
Number of ICAPS Students served				0
Total:	0	0	0	0

Use Verification report on PENTAHO for FY15 actuals, FY16 estimated numbers and FY17 projected numbers.

On the report, STAR and Bridge information is available at the bottom of page 4 and i-Pathways totals are available at the bottom of page 5. The totals will automatically calculate based on the numbers entered in the table.

NRS Performance and Projections tab

NRS - PERFORMANCE AND PROJECTIONS
ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND LITERACY
NATIONAL REPORTING SYSTEM - PERFORMANCE AND PROJECTIONS

PROGRAM NAME:	0
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All programs should provide estimated outcomes for FY16 and projected outcomes for FY17 for each of the measures as directed. If a measure is not applicable or no service was provided in the specific area during the FY, record NA.

Core Outcome Measure #1: Educational Gains for ABE/ASE/HSCR Students and ESL Students

Learner completes or advances one or more educational functioning levels from starting level measured on entry into the program. Report estimated and projected total number of learners with 12 hours of instruction in level at entry, the number of learners that completed a level, and the percentage of learners that completed a level. **Only post-testing conducted and level completion rates earned in adherence with the minimum attendance hour guidelines of the Test Publishers should be reported.**

NRS LEVEL	FY16 Estimated			FY17 Projected		
	Number who Entered at Level	Number who Completed at Level	Percent who Completed Level	Number who Entered at Level	Number who Completed at Level	Percent who Completed Level
Beginning Literacy (ABE)						
Beginning ABE						
Low Intermediate ABE						
High Intermediate ABE						
Low ASE						
High ASE						
Totals (Exc ASE High):						

Core Outcome Measure #1: Educational Gains for ESL Students

NRS LEVEL	FY16 Estimated			FY17 Projected		
	Number who Entered at Level	Number who Completed at Level	Percent who Completed Level	Number who Entered at Level	Number who Completed at Level	Percent who Completed Level
Beginning Literacy (ESL)						
Low Beginning ESL						
High Beginning ESL						
Low Intermediate ESL						
High Intermediate ESL						
Advanced ESL						
ESL Totals:						

Provide estimated level of NRS performance for 5 ABE/ASE levels and all 6 ESL/ELA levels for FY16 plus projections for FY17 performance



FY17 Budget Workbook

BUDGET WORKBOOK

ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND LITERACY BUDGET FORMS - MAS

Enter Program Name Here

Name of Organization:	Program Name
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Select "Yes" if applying for the funding source listed	Yes	Yes	Yes	Yes	Select "No" if not applying for the fund source listed
Funding Source	State Basic	State Performance	Federal Basic	Federal EL Civics	Click the Funding Source name or the worksheet tabs below to access the budget form

DO NOT ENTER ANY VALUES BELOW - THESE TOTALS WILL APPEAR AS YOU COMPLETE THE APPLICABLE BUDGET FORMS.

LINE	EXPENDITURE ACCOUNT	TOTAL	% of Budget	TOTAL	% of Budget	TOTAL	% of Budget	TOTAL	% of Budget	Overall \$'s	Overall %'s
1-1C	Direct Instruction	\$0		\$0		\$0		\$0		\$0	
2	Social Work Services	\$0		\$0		\$0		\$0		\$0	
3	Guidance Services	\$0		\$0		\$0		\$0		\$0	
4	Assistive and Adaptive Equipment	\$0		\$0		\$0		\$0		\$0	
5	Assessment and Testing	\$0		\$0		\$0		\$0		\$0	
6	Student Transportation Services	\$0		\$0		\$0		\$0		\$0	
7	Literacy Services	\$0		\$0		\$0		\$0		\$0	
8	Child Care Services	\$0		\$0		\$0		\$0		\$0	
9	Subtotal Instructional and Student Services	\$0		\$0		\$0		\$0		\$0	
10	Improvement of Instructional Services	\$0		\$0		\$0		\$0		\$0	
11	General Administration	\$0		\$0		\$0		\$0		\$0	
12	Operation and Maintenance of Plant Services	\$0		\$0		\$0		\$0		\$0	
13	Workforce Coordination/ Infrastructure Costs										
14	Data and Information Services										
15	Indirect Costs (% must be consistent for state budgets and consistent for federal budgets)	\$0		\$0		\$0		\$0		\$0	
16	Subtotal Program Support	\$0		\$0		\$0		\$0		\$0	
17	TOTAL COSTS	\$0		\$0		\$0		\$0		\$0	

Select Yes or No from drop-down boxes

Totals below will populate automatically when Funding Source worksheets are completed

Budget Workbook tabs

[Click here to return to the Master Form](#)

FEDERAL BASIC

ILLINOIS COMMUNITY COLLEGE BOARD
FY17 FEDERAL BASIC BUDGET

Name of Organization: Program Name

Is your program applying for this funding source Yes

NOTE: Name of organization and funding source question should be answered on the Master Form (First worksheet in this workbook)

Use whole dollars only. OMIT DECIMAL PLACES, E.G., \$2536

IF THE MESSAGE CENTER (SEE BELOW) INDICATES A PROBLEM EXISTS, THE BUDGET FORM SHOULD BE CORRECTED PRIOR TO SUBMISSION.

LINE	EXPENDITURE ACCOUNT 1	SALARIES 2	EMPLOYEE BENEFITS 3	PURCHASED SERVICES 4	SUPPLIES and MATERIALS 5	CAPITAL OUTLAY** 6	SUB-CONTRACTS 7	TUITION 8	TOTAL 9	% of Budget 10
1	Direct Instruction									\$ 0
2	Social Work Services									\$ 0
3	Guidance Services									\$ 0
4	Assistive and Adaptive Equipment									\$ 0
5	Assessment and Testing									\$ 0
6	Student Transportation Services									\$ 0
7	Literacy Services									\$ 0
8	Child Care Services									\$ 0
9	Subtotal Instructional and Student Services							\$ 0	\$ 0	\$ 0
10	Improvement of Instructional Services									\$ 0
11	General Administration									\$ 0
12	Operation and Maintenance of Plant Services									\$ 0
13	Workforce Coordination / Infrastructure Costs									\$ 0
14	Data and Information Services									\$ 0
15	Approved Indirect Costs (See Formula Below)									
16	Subtotal Program Support							\$ 0		\$ 0
17	TOTAL COSTS							\$ 0	\$ 0	\$ 0

For definitions and examples of budget items, please reference Appendix F – Budget Descriptions

The Post-Allocation GATA budget will be formatted around this budget worksheet

**Capital Outlay - Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings, improvements of grounds, construction of buildings, addition to buildings, remodeling of buildings, initial equipment, and replacement of equipment.

INDIRECT COST FORMULA: Step 1: (Total Costs - Capital Outlay) / (1 + %) = x; Step 2: Total - Capital Outlay - x = Indirect Costs;

Example: Step 1: (100,000 - 5,000) / (1.05) = 90,476; Step 2: 100,000 - 5,000 - 90,476 = 4,524

MESSAGE CENTER	STATUS
Line 1 Instruction - 45% Rule	Not Applicable
Line 11 Administration - 15% Rule	Not Applicable
Program Support Percentage	Not Applicable
Indirect Costs Percentage	Not Applicable

Program Support Percentage
Not Applicable

SPECIAL NOTE: If incurring Indirect Costs, the percentage must be consistent across all applicable budgets

General Narrative

ILLINOIS COMMUNITY COLLEGE BOARD
FY17 ADULT EDUCATION AND LITERACY NARRATIVES

PROGRAM NAME:

Enter Program Name Here

General Narrative

The Workforce Innovation and Opportunity Act (WIOA) of 2014, which took effect July 1, 2015, contain three new Title II activities: Integrated Education and Training, Workforce Preparation Activities and Integrated English Literacy and Civics Education (IEL/CE) as well as alignment with the Elementary and Secondary Education Act (ESEA) and State Adopted Content Standards.

In a maximum of three (3) pages at the end of this document, provide responses to each of the following items:

- 1. New WIOA Title II Activities**
- 2. Planned program changes for FY 2017**
- 3. Alignment with Local Workforce Plans and participation in One-Stop system**
- 4. Professional Development Priorities**

IEL/CE Narrative (EL/Civics)

If IEL/CE funding was not received in FY16, check the box indicating Program Does Not Receive Integrated English Literacy / Civics Education Funding.

Program does NOT receive IEL/CE Funding

If IEL / CE funding was received for FY16 and will be continued for FY17, complete the table using the EL Civics Report (Program) from the Static Report Center in PENTAHO.

EL Civics Data to provide	FY15 Actual	FY16 Estimated	FY17 Projected
Total number of students funded with IEL / CE funding source (Unduplicated)			
Total number of students achieving competency requirement			
Percent achieving requirement*			
Total number of IEL / CE attendance hours generated in the program			
Total number of IEL / CE competencies achieved in the program			

Complete the following table using the EL/Civics Report (Program) in DAISI's Static Reports Center.

* State rate of "Percent achieving requirement" in FY16 was 90%.

IEL/CE Narrative (EL/Civics)

In a maximum of two (2) page following the General Narrative, provide responses to each of the following items:

- A. Given the new definition of IEL/CE formerly EL/Civics, what services would you propose to English language learners and those seeking instructional services who are professionals with degrees?
- B. How do you propose to connect IEL/CE instruction with employment and the workforce system?
- C. Indicate how competencies are used in the classroom and what strategies have been put in place to ensure students meet the competency requirements.
- D. What competencies should be modified to ensure the new requirements of the law are met? What is your reasoning?

Providers should address the four questions concerning IEL/CE (EL Civics) programming and the activities related to:

- content standard integration
- competency strategies
- classroom technology integration
- any changes planned in the program based upon the evaluation of EL Civics effectiveness.

Appendices A through G

The Appendices listed are provided as guidance when completing the FY17 Continuation plan – they can be found on the ICCB website alongside the Continuation plan and its attachments

Appendix A – General Grant Definitions

Appendix B – Assessment Guide

Appendix C – Professional Development Definitions

Appendix D – NRS Core Outcome Measures

Appendix E – Overview of Funding Sources

Appendix F – Budget Descriptions

Appendix G – EL/Civics Competencies

Thank You For Participating!

