

Name of Grant Program: Community Adult Learning Center
Program Service Option 1 – ABE for the Homeless

Fund Code: 340/345/359

PART III – REQUIRED PROGRAM INFORMATION

Applicants for ABE for the Homeless must limit their responses to 15 pages, single-spaced with 12 point font.

SECTION I. COMMUNITY ASSETS AND NEEDS (20 Points)

A.

1. Provide an overview of the process used to determine the need for an ABE program for the homeless in the community. Describe the scope of the need for ABE services for the homeless in the community.

B.

1. Describe formal collaborations with other providers that will support the successful implementation of the proposed program. Attach Memoranda of Agreement in Appendix D.

SECTION II. ORGANIZATIONAL CAPACITY (20 Points)

A.

1. Provide a brief summary of the organization's experience and expertise in providing a) services for the homeless, and b) Adult Basic Education services.

B.

1. Describe how the agency ensures that staff members have the qualifications to carry out their responsibilities effectively. Include minimum qualifications for direct service staff. Include in Appendix B the current resumes and job descriptions of all key staff (e.g., Director/Coordinator, Site Coordinator Teacher, Counselor) or provide a chart in Appendix B that includes the following information about all key staff: name; position/title; ABE licensure status; highest level of education attained; years of experience in ABE; years of experience in current role; and any additional comments.

Note: If a staff member has an ABE Teacher license, he/she is considered *well qualified* and no additional information is necessary.

C.

1. Describe the program's plan for training and supporting staff who have fewer than three years experience in providing Adult Basic Education services for the homeless.

SECTION III. PROFILE OF PROPOSED SERVICES (40 Points)

A.

1. Based on the needs described in Section I, describe the homeless population that the program proposes to serve. Explain how and why the target population was selected.
2. Describe how the proposed program design is responsive to the needs of the homeless. Address how the proposed program design, including time of day, intensity, frequency, and duration of services meets the needs of the homeless population. Describe how the program design addresses serving the adult learners that are most in need of literacy and language services.

SECTION III. PROFILE OF PROPOSED SERVICES continued

B.

1. The applicant must complete the following elements of the System for Managing Accountability and Results Through Technology (SMARTT), the Department's web-based planning and reporting system:
 - a. **For all Funding** - Class Plan, Class Funding Detail, Administrative Worksheet and Flex, and SetAside/Foundation Sheet
 - b. **For DOE Direct Funding** – Staff Plan, Staff Salary Analysis, Project Staff Salary Report, Summary Sheet, Prototype Budget, and Volunteer Plan (if applicable)
 - c. **For Non-DOE (Match) Funding** – Staff Plan, Project Staff Salary Report, Summary Sheet, and Prototype Budget Summary Reports – Summary Sheet and Staff Plan
 - d. A hard copy of the required elements of SMARTT must be included in Appendix C.

C.

1. Describe how the needs of the homeless are addressed through the proposed outreach, intake, and orientation processes.
2. Describe the approach that will be used to request students' social security numbers and information that will be used to verify employment and other outcomes (e.g., release of information form).
3. Provide an overview of the proposed initial assessment and placement procedures. Identify the initial assessment and placement tools that will be used.

D.

1. Provide an overview of how curriculum will be developed and implemented to meet the needs of the homeless and describe the role of the Massachusetts Curriculum Frameworks in the curriculum development process.
2. Applicants whose design supports more than one teacher must answer the following question:

Will the program use common planning time for teachers? If yes, describe the process the program will use. If no, explain what formal processes will be used to ensure ongoing communication and sharing among staff.
3. Provide an overview of the instructional methodologies used to implement the ABE and/or ESOL curriculum. Include strategies that address the needs of all students, including those students with low levels of literacy and/or learning disabilities. Identify the foundation of research and effective practice on which the proposed methodologies and strategies are based.
4. Describe how the use of technology is incorporated into the instructional services. Include the percentage of students who have access to technology. Also, identify the academic skill levels of the students who have access to technology.

E.

1. Provide an overview of the educational counseling and ADA services that will be available to students. Identify one or two staff members with lead responsibility for counseling and ADA coordination.
2. If the program is proposing that a staff member other than the designated counselor serve as the ADA Coordinator, identify that staff member and describe his/her qualifications.
3. If additional staff will be providing educational counseling, explain why the program will designate more than two staff as counselors.
4. Describe how the program will ensure that all students, including limited English proficient students, have access to educational counseling.

SECTION III. PROFILE OF PROPOSED SERVICES continued

F.

1. In addition to educational counseling, describe other support services (e.g., childcare, housing assistance, transportation) the program proposes to offer students through the program or a formal collaboration with other organizations.

G.

1. Provide an overview of the student goal setting process. Address the following components: initial goal setting; integrating student goals into the curriculum; ongoing goal setting; and documenting the achievement of student goals.

H.

1. Describe the retention strategies used by the program to ensure that students remain in the program long enough to reach their goals.

I.

1. Describe the process and procedures the program will use to ensure that students will be pre- and post-tested with the required assessments.
2. Describe how the staff will acquire and/or maintain the skills necessary to administer and score the required assessments.

J.

1. Provide an overview of how the program will provide students with opportunities to transition successfully to next steps including, but not limited to, finding permanent housing, entering occupational training or employment, and/or transferring to a Community Adult Learning Center.

SECTION IV. EVALUATION/CONTINUOUS IMPROVEMENT (15 Points)

A.

1. Describe how the ABE for the Homeless program sets goals and how the ABE program administration supports the program in meeting its overall goals.
2. Describe the process the ABE for the Homeless program will use to evaluate the effectiveness of the program and plan for continuous improvement. Include the criteria the program will use to evaluate its effectiveness. Provide one or more examples of how data has been used by the program to improve the ABE for the Homeless program, if applicable.

SECTION V. BUDGET (5 Points)

A.

1. Community Adult Learning Center applicants applying for this Program Service Option must submit a budget narrative that provides details of the proposed expenditures, including hourly rates, weekly personnel time commitments, etc., for the requested grant. All Program Service Option expenditures must be described in a separate budget narrative and must also be incorporated into the budget for the Community Adult Learning Center.
2. Applicants applying for **only** ABE for the Homeless funding must submit a budget narrative that provides details of the proposed expenditures, including hourly rates, weekly personnel time commitments, etc., for the requested grant.
3. All detailed budget narratives must correspond to the line item sequence of the required budget pages in the Department's Standard Application for Grants package.