

<b>Name of Grant Program:</b> Community Adult Learning Center Program Service Option 3 - Family Literacy	<b>Fund Code:</b> 340/345/359
---	-------------------------------

**PART III – REQUIRED PROGRAM INFORMATION**

Applicants must limit their responses to no more than 6 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 family literacy in the community. If the need for family literacy was identified in the applicant's strategic plan and/or a school or district improvement plan, please explain. Describe the scope of the need for family literacy services.

**SECTION II. ORGANIZATIONAL CAPACITY (20 Points)****A.**

1. Provide a brief summary of the organization's experience and expertise in providing family literacy services.

**B.**

1. Describe formal collaborations with PreK through grade 2 education programs or public schools and/or family services providers that will support the successful implementation of the proposed program. Provide a brief summary of the family literacy related experience and expertise of collaborating organizations. Attach Memoranda of Agreement in Appendix D, outlining the roles and responsibilities of each partner and providing evidence of co-investment in the program.

**C.**

1. Describe how the agency will ensure that staff providing family literacy services has 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 family literacy 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 licensed; 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.

2. Describe plans for training and supporting direct service staff who have fewer than three years experience in the ABE or family literacy field.

**SECTION III. PROFILE OF PROPOSED SERVICES (40 Points)****A.**

1. Based on the needs described in Section I, describe the target population 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 families. Address how the proposed program design meets the needs of the families. Describe how the design addresses serving the adult learners that are most in need of literacy and language services.

**B.**

1. Applicants must complete and submit the required elements of the System for Managing Accountability and Results Through Technology (SMARTT). See Additional Information: SMARTT Program Planning. A hard copy of the required elements of the SMARTT plan must be submitted in Appendix C.

**Name of Grant Program:** Community Adult Learning Center  
Program Service Option 3 - Family Literacy

**Fund Code:** 340/345/359

**Note:** All interactive literacy and parenting support classes should be entered as non-rates based.

**C.**

1. Describe the process that will be used to coordinate parenting support/education, interactive literacy, adult education, and the education components for children.
2. Provide a brief description of the interactive literacy component.
3. Provide a brief description of the parenting support/education component.
4. Describe the process that will be used to assist parents in achieving at least one goal related to their children's learning. Address the following components: initial goal setting; integrating parents' goals into the curriculum; on-going goal setting; monitoring progress towards achieving that goal; and documenting the achievement of that goal.

**SECTION IV. EVALUATION/CONTINUOUS IMPROVEMENT (15 Points)**

**A.**

1. Describe how goals will be set for the family literacy component and how the ABE program administration supports the program in meeting its overall goals.
2. Describe the process the program will use to evaluate the effectiveness of the family literacy component and plan for continuous improvement. Include how the program will use data, the ABE Indicators of Program Quality, and/or other criteria in that process. Provide an example of how data have been used by the program to improve family literacy services, if applicable.

**SECTION V. BUDGET (5 Points)**

**A.**

1. Applicants 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.

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.