PROGRAM QUALITY ENHANCEMENT GRANTS

REQUESTS FOR FUNDS

SPONSORED BY
The Ohio Department of Education
Adult Basic and Literacy Education

Requests Due: November 12, 1999
Must be received no later than 4:45 P.M.
No Fax Copies Accepted

Send requests to:

Ohio Department of Education
Adult Basic and Literacy Education
933 High Street, Suite 210
Worthington, OH 43085-4046
PROGRAM QUALITY ENHANCEMENT GRANTS

**Purpose:** To offer ABLE programs ways to establish, improve, and expand services to identified eligible populations, that assist programs in meeting core indicators of performance.

**Method:** Offer program quality enhancement grants to programs that meet pre-determined criteria.

**Projects:**

1. Equipped for the Future: Phase I and II
2. On Common Ground
3. Learning Disabilities (LD) Project: Phase I and II
4. Assessment and Evaluation Project
5. Technology Support

**Process:** Programs may apply for one or more of the projects described below, but must be willing to meet all criteria designated by each project for which they apply. Requests for Funds are due at the ABLE office by November 12, 1999, no later than 4:45 p.m. All projects (except for Technology Support) will require an initial 2-day training to be held December 6-7, 1999, at the Holiday Inn, Worthington. Since the administrator’s participation is required in several of the projects, coordinators/directors may need to split their time in the initial training. Participating teachers will need to commit to one specific project. Other requirements of each project are listed in the Project Descriptions that follow.

The ODE staff will be making final selections of programs to be funded during the week of November 15. The enclosed rating sheet will be used to determine the degree that applicants have met each project’s criteria. Funded applicants will be notified the week of November 22. Financial support for each project will be allocated to the program’s FY00 ABLE grant. A budget revision for the amount requested should be added to the existing approved FY00 budget and should be attached to the application. If you are not funded for the entire requested amount, we will contact you to negotiate a revision to the budget you have submitted. A **request for funds is not a guarantee that the grantee will be funded in part or entirely.**

All project activities will be completed by the end of the project period (August 31, 1999) to coincide with the FY00 grant project period. To fund the training activities, materials, and other support services for the projects in which you participate, a set fee per participant will need to be budgeted and then paid to the Ohio Literacy Resource Center at the time of final approval of your budget revision. *

* See application.
Project Descriptions

Equipped for the Future Phase I:

Equipped for the Future (EFF) is a standards-based adult learning system reform initiative being conducted by the National Institute for Literacy. Over the past five years, EFF has been developing a nationwide consensus on what adults need to know and be able to do to be effective in their roles as parents and family members, citizens and community members, and workers.

Ohio has been engaged over the past three years as part of the national EFF project. Ohio has also developed its own demonstration pilot sites that went through extensive training and implemented EFF in a variety of classroom types and situations in FY 99. We are repeating this process in Phase I in FY00 to allow more programs the opportunity to implement EFF in their classrooms.

Specifications:
- Each program will commit two teachers and an administrator to the project. Each program will receive $8,000 to be used for the initial training ($400 per person) and to cover additional planning time (not instructional time). Funds can also support staff visitations to EFF mentoring sites and for classroom materials and supplies.
- An initial two-day training for all participating staff to be held December 6-7, 1999, and a regional follow-up meeting to be announced. Team teachers are required to be at all sessions.
- EFF support staff will provide on-going assistance. This may include monthly phone calls and electronic communication (listserv, discussion group, and e-mail).
- Programs will be required to submit brief midterm and final reports that include information on how they used EFF, its impact on students, and at least two lesson plans using EFF. These written documents will be shared with other programs.

Project Contact: Judy Franks, Ohio Literacy Resource Center 1-800-765-2897 ext.33

Equipped for the Future: Phase II

Phase II of EFF is limited to programs that participated in FY99 EFF projects. Phase II options include the following:
- Serve as mentoring or visitation sites or participate in training activities for Phase I programs.
- Participation in the national EFF project to create benchmarks for each standard.
- Participation in the Central/SE Regional Center’s assessment project to tie EFF standards to the functional levels as reported in ABLE’s Annual Performance Report.
- Expansion of EFF in the program. (Additional teachers brought into the EFF project could attend Phase I training during the December meeting.)
Specifications:

- Each program will receive $8,000 to support any or all of the activities above. $400 per person will be budgeted for the initial training for all participating staff.
- Programs participating in the national EFF project will need to budget for travel expenses to a national meeting.
- An initial two-day training for all participating staff to be held December 6-7, 1999, and a regional follow-up meeting to be announced. Team teachers are required to be at all sessions.
- Programs will be required to submit brief midterm and final reports that include information on how they used EFF, its impact on students, and at least two lesson plans using EFF. These written documents will be shared with other programs.

Project Contact: Judy Franks, Ohio Literacy Resource Center 1-800-765-2897 ext.33

**On Common Ground:**

On Common Ground is a widely acclaimed video and print series to assist learners who are pursuing the study of civics, citizenship, or social studies. The 15 half-hour videos provide intense, thought-provoking dramas offering students and teachers a rich opportunity for discussions of civic concepts. The dramas reflect the real-life choices citizens face as they strive to maintain a civil society.

This instructional approach is relevant for intermediate to advanced ESL and for ABLE instruction leading to the GED and supports the concepts within the Equipped for the Future framework.

Specifications:

- Each program will commit a minimum of one and up to two teachers to this project. Each program will receive a Basic Set including videotapes, transcripts, teacher book, student workbooks, and a site license to serve up to 18 students. Large programs serving over 500 students a year will receive the Deluxe Set that serves up to 28 students.
- Each program will receive an additional $3,000 to cover initial training ($400 per person), planning time, and additional materials if needed.
- An initial two-day training for all participating staff to be held December 6-7, 1999, and a regional follow-up meeting to be announced. Team teachers are required to be at all sessions.
- A brief mid-term and final report will be required.

Project Contact: Michael Aronoff-Jones, ODE (614) 466-5015
Learning Disabilities (LD) Project: Phase I

The Ohio Department of Education is committed to a statewide initiative targeted to supporting local programs in their efforts to effectively serve adults with learning difficulties. In addition, Ohio’s current State Plan places an emphasis on “training teachers to recognize and more effectively serve individuals with learning disabilities and individuals who have a reading ability at, or below the fifth grade equivalence level.”

Over the last few years, Ohio ABLE programs have been involved in two LD initiatives: Power Path Intervention Pilot Project and NIFL’s Bridges to Practice Project. Features from both projects will be used in Phase I of the new LD project to provide training and resources for programs that need to build capacity in serving adults with learning difficulties. Training topics include awareness, definition/characteristics, assessment/screening options, planning for instruction, and legal issues. Expected outcomes for each participating program include: 1) written procedures for assessing, screening, and referring students, 2) selection and use of an LD screening instrument, 3) development of an LD tool kit, and 4) development of an Action Plan that includes local staff development.

Specifications:

- Each program will commit a minimum of two teachers and/or trainers and an administrator to the project.
- Each program will receive $8,000 to be used for the initial training ($400 per person), to cover additional planning time, assessment instruments, resources and materials to support LD instruction, and professional development activities. Programs may want to budget up to $3,000 for assessment and screening instruments such as Power Path and subsequent Power Path training. Other options for assessment will be covered in the initial training.
- An initial two-day training for all participating staff to be held December 6-7, 1999, and a regional follow-up meeting to be announced. Team members are required to be at all sessions.
- Each program will receive an on-site visit by project staff between trainings to help programs analyze their specific needs and to assist them with the development of their LD Actions Plans.
- Each program will complete a LD Action Plan to share will other programs during the last training event. This will be incorporated into the FY01 ABLE grant for implementation.

Project Contact: Denise Pottmeyer, ODE (614) 466-5015
Learning Disabilities (LD) Phase II:

LD Phase II is limited to programs that have participated in prior LD projects listed above. This project will assist programs with the creation of a written plan for providing services to special populations as specified in Indicator of Program Quality #3. This written guide would document the program’s procedures for assessing, screening, referring, and creating instructional plans. It would become a tool for training staff and volunteers. These guides will serve as models for other ABLE programs. Phase II participants may also advise ODE regarding LD policy.

This phase will also emphasize effective instructional practices. Programs will review and evaluate instructional practices to provide feedback for other programs.

Specifications:

- Each program will commit a minimum of two teachers and/or trainers and an administrator to the project.
- Each program will receive $7,000 to be used for the initial training ($400 per person), to cover additional planning time, assessment instruments, resources and materials to support LD instruction, and professional development activities.
- An initial two-day training for all participating staff to be held December 6-7, 1999, and a subsequent 2-day training to be announced.
- Each program will receive an on-site visit by project staff between trainings to help programs analyze their specific needs and to assist them with the development of their written guide.
- Willingness to assist project staff with site visits to Phase I programs and/or facilitation of future LD trainings.

Project Contact: Denise Pottmeyer, ODE (614) 466-5015.

Assessment and Evaluation Project

This special training initiative will focus on improving assessment and evaluation practice in ABLE programs. A focus of this initiative is competency-based assessment, in particular, implementing the CASAS (Comprehensive Adult Student Assessment System).

CASAS can provide programs with resources and expertise to establish a comprehensive performance accountability system, address core indicators of performance, integrate literacy and occupational skill instruction, and evaluate effectiveness of adult education and literacy programs. With the implementation of the CASAS system, programs can establish measurable goals, document learner outcomes, and report program impact to students, staff, local boards, and policy makers.
The first part of this initiative is to provide the 6 hour Initial Implementation Training (IIT) for all interested staff persons. IIT is required for all new CASAS users and is conducted by a certified CASAS trainer. IIT is appropriate for anyone interested in using CASAS in adult basic education, English-as-a-Second Language, employability, or special education programs. The IIT training includes an awareness and overview of the CASAS system as well as the specific key elements and components for the initial implementation of CASAS. Participants can include administrators, program coordinators and classroom instructors. This initial training focuses on the use of CASAS assessment and resources necessary to implement a comprehensive competency-based education program.

In addition to the CASAS training, participants will be asked to consider how this system fits into their program’s overall assessment and evaluation philosophy and system.

Specifications:

- A minimum of two teachers and/or administrator will participate in the project.
- Each program will receive $6,000 to be used for the initial training ($400 per person) and to cover additional planning time (not instructional time). Funds can also be used to purchase CASAS testing materials.
- An initial two-day training for all participating staff will be held December 6-7, 1999, and statewide follow-up meetings, including a possible two-part video teleconference, will be announced. Team members are required to be at all sessions.
- Programs will be required to submit brief midterm and final reports that include how they implemented CASAS into their assessment and evaluation system. These reports will be shared with other programs.

Project Contact: Rick McIntosh, Central/Southeast ABLE Resource Center 1-800-753-1519.

**Technology Support**

During FY99, the State ABLE Office required full implementation of ABLELink, Ohio’s information and management system to collect and report local programs’ participant performance and outcomes. Professional development and technical assistance to support this system have been ongoing during the fiscal year, but has proven insufficient to establish full statewide ABLELink implementation.

This technology support project is provided to assist those programs that need financial support to fully implement their systems.

Specifications:

- Each program will receive $5,000.
- Funds may be used to support hardware, software, and staff to support ABLELink implementation.
- Programs are **not** expected or required to attend the December training.
• Programs will be required to submit $400 to the Ohio Literacy Resource Center to support the technical assistance capacity of OLRC as it relates to ABLELink implementation statewide.

• Applicants must attach a copy of their completed e-mail ABLELink Program Capacity Survey to their application. If interested applicants did not complete this survey that was sent out from our office on 10/01/99, please contact Jeff Gove, and he will provide you with one.

Project Contact: Jeff Gove, ODE (614) 466-5015.