2013-2014 State Supplemental Plan

- **Adult High School Completion (AHSC)**
- **Adult Basic Education (ABE)**
- **English for Speakers of Other Languages (ESOL)**

Plan Timeline

October 15, 2013—October 31, 2013

School districts who received less than one percent (1%) of the state's total allotment of adult education funding and did not carry forward funding for the previous year may apply. Funds may be used for special program needs or professional development.

November 1, 2013—May 2, 2014

All remaining eligible school districts may apply for any balance of supplemental funding.

Submit application electronically to:

Marty.kelly@schools.utah.gov
Marty Kelly
Coordinator, Adult Education Services
Utah State Office of Education
P.O. Box 144200
Salt Lake City, UT 84114-4200

Signature page must be mailed to the USOE to complete application.

Adult Education Contact Information

Marty Kelly (801) 538-7824
marty.kelly@schools.utah.gov

Jeff Galli (801) 538-7989
jeff.galli@schools.utah.gov

Mark Mataya (801) 538-7925
mark.matyat@schools.utah.gov

Kellie Tyrrell (801) 538-7821
kellie.tyrrell@schools.utah.gov

Application for Supplemental Adult Education Funding

District Name:

Street Address:

City: **State** UTAH **ZIP**

Project Starting Date:

Project Completion Date:

Amount Requested:

Descriptive Name of Program:

STATE ADULT EDUCATION
Program focus, mark all that apply

- AHSC/GED® Prep
- ABE
- ESOL

STATE CORRECTIONS ADULT EDUCATION
Prison Programs only. Program focus, mark all that apply

- AHSC/GED® Prep
- ABE
- ESOL

Project Director Name:

Title:

Telephone: **Fax:** **Email:**

Type of Plan:

New Submission date _____ Reviewed by/date _____

Revision Submission date _____ Reviewed by/date _____

Revision Submission date _____ Reviewed by/date _____

Revision Submission date _____ Reviewed by/date _____

Revision Submission date _____ Reviewed by/date _____

ASSURANCES

THE SCHOOL DISTRICT HEREBY ASSURES AND CERTIFIES TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION THAT:

A. A Local Education Agency (LEA) receiving adult education state/legislative funds will follow such fiscal control and fund-accounting procedures as may be necessary to assure proper disbursement and accounting.

B. If it becomes necessary for the LEA to act on legislative or Utah State Board of Education mandated reductions in funding, adult education funds may be reduced proportional to all other district program reductions.

C. The LEA is aware of legislative ability to reduce funding for education and as such the Utah State Board of Education may recall funds as needed.

D. The LEA/program will operate in compliance with appropriate rules, regulations, and state policies and guidelines. The LEA will maintain effective control over and be held accountable for all awarded funds, property, and other assets. The LEA shall adequately safeguard all property and shall ensure that it is used solely for authorized adult education purposes or, if that is not feasible will transfer title to the Utah State Office of Education – Adult Education Services.

E. The filing of this plan has been authorized by the governing body of the LEA, who act as the authorized representatives of the LEA in connection with the plan.

F. The LEA will submit an appropriately amended program plan prior to any material change greater than 10% affecting the purpose, administration, organization, budget, or operation of approved project.

G. Adult education funds are to be used solely to provide direct instruction and administrative oversight to adult education programs.

H. The LEA will comply with Title VI of the Civil Rights Act of 1964 prohibiting discrimination in program benefits, participation, employment, or treatment on the basis of race, color, or national origin, and in compliance with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex.

I. The LEA assures that no person on the basis of age, provided the person is 16 years of age or older, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity which receives or benefits from state/legislative adult education funding.

J. The LEA assures that no qualified handicapped person provided the person is 16 years of age or older shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from state/legislative adult education financial assistance.

K. The LEA/program assures that it will not conduct a program of instruction unless it determines that the program will (a) utilize qualified administrative personnel and instructional staff; (b) provide adequate facilities that are ADA and 504 accessible; (c) utilize equipment, materials, and guidance and counseling services meeting the adult learners' needs; (d) provide effective recruitment and retention of participants in adult education programs; (e) provide for economical operation in providing an adequate learning environment; and (f) provide year-round instruction as feasible.

L. The LEA/program assures that public state funds will solely be used to provide adult education instructional services to individuals who provide proof of Utah residency.

M. The LEA/program will give the USOE, through any authorized representative, access to and the right to examine all records, papers, or documents related to the program plan, including the submission of reports as may be required.

N. The LEA/program will comply with the requirements of the Family Education Rights and Privacy Act of 1974.

O. The LEA/program assures that funds will only be expended on eligible adult education activities as defined in state statute and Utah State Office of Education board rule and policy.

P. The LEA/program will provide for cooperation/coordination of this program with other state and local agencies including the Utah Department of Workforce Services, the Utah State Office of Rehabilitation, and the Utah System of Higher Education.

Q. The LEA/program will assure that no expenditure of program funds will be made for any education program, activity, or service related to sectarian instruction or religious worship.

R. The LEA/program will make such reports, including reports of evaluations, in such form and containing such information as the USOE may reasonably require.

S. The LEA/program assures that state funds will be used within the program year awarded and may carry over with USOE permission no more than 10% or $50,000 annually, whichever is less. Funds carried over may be considered in determining the school district's allocation for the next fiscal year. Funds carried over shall be expended within the next fiscal year. If funds are not expended they shall be recaptured by the USOE on February 1 of each program year.

T. The LEA/program will annually submit a program compliance audit conducted by an independent source validating data collected during the fiscal year July 1 through June 30.

U. The LEA/program assures that resources will be available, and a process established, to develop a Student Education Occupation Plan (SEOP) for each student.

V. The LEA/program assures that the Utah State Board of Education's requirements for demonstrated competencies in the Adult High School Completion program and Core Curriculum will be followed for persons seeking an adult education secondary diploma.

W. The LEA/program assures that the state-approved standards for English for Speakers of Other Languages (ESOL) will be used with adult education learners receiving ESOL services.

X. The LEA/program assures incorporation of the Utah Adult Education Learning Standards into all eligible instructional activities.

Y. The LEA/program assures that all program staff assigned to administer state-approved assessments obtain initial, ongoing, and/or recalibration training as required and defined in the Utah State Office of Education – Adult Education Policy.

Z. The LEA/program assures that state-required program data (including students' Social Security Numbers and Student Services Identification Numbers—SSID) will be collected and entered into the state-developed management information system (UTopia – Utah's Online Performance Information for Adult Education). Social Security numbers and/or Student Services Identification (SSID) numbers are used for data matches with the Utah Department of Workforce Services, the Utah System of Higher Education, and the USOE data warehouse.

AA. The LEA/program assures that community representatives, including residents, will be involved in program development and will continue to be involved in carrying out this program.

BB. The LEA/program assures that the Utah State Board of Education's requirements for demonstrated competencies of speaking, listening, reading, writing, computation (arithmetic), skills in democratic governance, skills as a consumer, problem solving skills, and career/occupational skills development will be top priorities of the program.

CC. The LEA/program assures that receipts and expenditures of all funds associated with adult education will be documented and accounted for and available for review as required by the USOE.

DD. The LEA/program assures that all fees and tuition collected from adult education students are used to provide additional adult education and literacy instructional services that it would otherwise be unable to provide, and that the collection of fees and tuition is documented.

EE. Program income from tuition and fees must be reported to the Utah State Office of Education School Finance and Statistics division separately from K-12 and community education, and:
(1) Accounted for in program records by program allocation code, and
(2) Used only for costs allowable under AEFLA and state statute.

Program Name:

District Superintendent

Name Printed:

Signature: Date:

Program Director

Name Printed:

Signature: Date:

Business Administrator

Name Printed:

Signature: Date:

Part 1: Supplemental Funds

Instructions: This section defines supplemental funding and describes the process by which districts may access these funds.

Definition:
Pursuant to Utah State Board of Education Rule R-277-733-10, two percent (2%) of total state adult education funds are identified for supplemental support. This figure is noted in the state adult education allocation table distributed to each school district that offers a viable adult education program. These funds may be allotted to respective school districts for special program needs or professional development, as determined by a competitive application process.

Evaluation of Application:
As with all competitive application processes, approval of funding (full or in part) is based upon the merits of the respective program for which funding is sought, e.g., allowable activities, cost/benefit, previous program performance (measurable outcomes), innovation, etc.

Part 2: Program Narrative

Instructions: Summarize your intended use of supplemental funds on this single page. Clearly state the reason(s) why the supplemental funds are needed, the desired outcomes, and describe how they will be achieved.

Note: Adult Education Board Rule R277-733-10 states that supplemental funds are available for:

- **Special program needs or professional development.**
- **Programs with pre-approved carryover funds from the previous year may negotiate a request for supplemental funds as needed.**

(This section will become part of the program review process.)

Part 3: Budget Summary/Explanation

Instructions: In the spaces below, indicate proposed budget allotments for supplemental funding and provide concise explanations. It is not necessary to use all budget categories. Refer to the State Application Packet for specific descriptions of budget categories and indirect cost rates.

Total Requested Budget: **Awarded Budget:**

Budget Category	Budget Allotment	Explanation/Detail
A. Salaries (100)		**Show calculations by "category" here. List, by name, each person paid a salary from this project on page 8.**
B. Employee Benefits (200) ***Total Salaries and Benefits***	$ 0	**Show calculations by "category" here. List, by name, each person receiving benefits from this project on page 8.**
C. Purchased Professional and Technical Services (300)		
D: Purchased Property Services (400)		

E. Other Purchases (500)		
F. Travel (580)		
G. Supplies and Materials and Property less than $5,000 per item (600)		
H. Other (800)		
I. Total Direct Costs (Lines A through H)	**$ 0**	

J. Indirect Cost		_____% (list the district charged percentage rate) Use the "How to Figure Indirect Costs" formula if your program is charged indirect costs. This resource is found at http://schools.utah.gov/adulted/directors/documents/grants/HowToFigureIndirectCosts.pdf If your program is NOT charged an indirect rate enter the amount as $0.
K. Property (700) **Note: Only items with an individual value of $5,000 or greater are defined here.**		
L. TOTAL (Lines I through K)	**$ 0**	This total must match the **Total Requested Budget** total from the top of the Budget Summary Explanation page.

DETAIL OF EMPLOYEES PAID SALARY AND BENEFITS FROM THIS PROJECT

A. Salaries (100)—Detail of Individuals

B. Benefits (200)—Detail of Individuals

If your program requires additional rows than what is provided, please contact the USOE Adult Education office at (801) 538-7821.

Name	Title/Primary Duty	FTE* 1.00.-.75 .25-.33, etc.	Weeks contracted to work	A. Total Salary paid by this project	B. Total Benefits paid by this project	CACTUS Number	License Area and Expiration Date
TOTALS THIS PAGE *Must match totals from Budget Summary Explanation A & B		FTE 0.00		A. $ 0	B. $ 0	A + B = $ 0	

***NOTE: FTE is the percentage a staff member is paid from this project employed for the length of the program year, be it 36, 48, or 52 weeks.**