ED-244A

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Supplemental Grant Application for Adult Education**

**Cooperating Eligible Entity (cee)**

## 2020–2021

**INSTRUCTIONS FOR COMPLETION**

## GENERAL INFORMATION

In accordance with Section 10-71(b) through (d) of the Connecticut General Statutes (C.G.S.), a cooperating eligible entity (CEE) may apply for state adult education dollars by submitting an application through a local or regional board of education or regional educational service center (RESC). Form ED-244A, Supplemental Grant Application for Adult Education, is being used to collect proposals.

A CEE is defined as “any corporation or other business entity, nonprofit organization, private occupational school authorized pursuant to sections 10a-22a to 1a0a-22o, inclusive, institution of higher education licensed or accredited pursuant to the provisions of section 10a-34, technical school or library which provides classes or services specified under subparagraph (A) of subsection (a) of subsection 10-69, in conformance with the program standards applicable to boards of education, through a written cooperative arrangement with a local or regional board of education or regional educational service center.”

A local or regional board of education or RESC shall be eligible to receive a grant of up to 20 percent of the state adult education grant received by that local or regional board of education or RESC for the previous fiscal year.

One or more CEEs may apply for a grant through a local or regional board of education or RESC operating an adult education program. The sum of a district’s CEE grants may not exceed the 20 percent of the state grant, which the local or regional board of education or RESC received in the previous fiscal year. An eligible applicant will receive a state grant of between 0 percent and 65 percent of eligible costs for adult education.

**In order for a CEE to receive funds under this grant, the following conditions must be met:**

1. As verified by the audited ED-141 Statement of Expenditure report for the district, the eligible expenditures of the local board from local sources in a fiscal year must not be less than 70 percent of the eligible expenditures from local sources for the previous fiscal year.
2. As the local share must be included as part of the ED-244A submission, a written Commitment of Funds from private sources to be utilized is due on April 15, 2020. If an agency contributes to a CEE on a monthly or quarterly basis, its letter of financial commitment must include a clearly described schedule of payments.
3. Private contributions cannot be from any public source. This includes federal, state and town (municipal) funds. Fair market value or in-kind contributions will not be accepted. **Contributions** **must be cash only**.
4. **Evidence of actual private source payment must be submitted** to the Connecticut State Department of Education (CSDE) Bureau of Health/Nutrition, Family Services and Adult Education no later than **March 15, 2021**.
5. The local board and the CEE must submit a written plan describing the collaborative venture for the utilization of the additional funds, and include the program budget, budget narrative and assurances that both the local board and CEE will adhere to all programmatic and fiscal standards contained in the Statement of Assurances.
6. All funds received under this supplemental grant are subject to verification of previous year funding and shall be adjusted accordingly.

**SPECIFIC INSTRUCTIONS**

Send two copies as follows: one paper copy **with original authorized signatures** and one **electronic copy** to:

Marcy J. Reed, Program Manager

Marcy.Reed@ct.gov

Connecticut State Department of Education

Bureau of Health/Nutrition, Family Services and Adult Education

450 Columbus Boulevard, Suite 508

Hartford, CT 06103-1841

1. If applicable, letters of commitment of funds from private sources, including a schedule of payments, must accompany Form ED-244A, Supplemental Grant Application for Adult Education.
2. Obtain the required superintendent signature on the Statement of Assurances (page 9).
3. Use the Excel Budget Template for the ED-244A located on the CSDE website.
4. Report projected expenditures and revenues to the nearest dollar. **Do not include cents**. When completing the Excel Budget Narrative Template, refer to the Budget Buddy guide.
5. Include the ED-114 Budget Form with the Excel Budget Template.
6. Submit the current Program Profile with the ED-244A.
7. Include the Edit Check which must be completed and signed by someone other than the individual who prepares the ED-244A.
8. Providing districts also submitting **Form ED-244A, Supplemental Grant Application for Adult Education,** must ensure the accuracy and completeness of that application. Failure to submit all the necessary materials and documentation will disqualify the district from receiving an additional grant.

**ASSISTANCE**

For further information, please contact Marcy Reed, Program Manager, at 860-807-2130 or Marcy.Reed@ct.gov.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, veteran status, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 450 Columbus Boulevard, Hartford, CT 06103-1841, (860) 807-2071 or Levy.Gillespie@ct.gov.

## CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Health/Nutrition, Family Services and Adult Education

##### **SUPPLEMENTAL GRANT APPLICATION FOR ADULT EDUCATION**

Cooperating Eligible Entity (CEE)

###### **INSTRUCTIONS**

1. Form ED-244A must be received at the Bureau of Health/Nutrition, Family Services and Adult Education by 3 p.m. on or before April 15, 2020. Please ensure sufficient time for mailing.
2. Complete all sections of Form ED-244A accurately and thoroughly.
3. Use the Excel Budget Template located on the CSDE website for [Adult Education State Grants](https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants) under Documents/Forms.
4. Report all expenditures and revenues to the nearest dollar. Do not include cents. When completing Excel Budget Template pages, refer to the [Budget Buddy](https://portal.ct.gov/-/media/SDE/Adult-Ed/State/BudgetBuddy18.pdf?la=en)guide.
5. Include all Letters of Commitment of Funds and payment schedules from all private sources of funds.
6. Include the current Program Profile with the ED-244A application.
7. The Edit Checkmust be completed and signed by someone other than the individual who completes the ED-244A.
8. Send copies as directed on page ii. Original paper copies must be mailed to the CSDE.
9. As part of the Statement of Assurances, the Signatory Authorization (page 9) from the Provider District Superintendent and the CEE Agency Head is required.

**APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. Organization:
 | District or Agency: | Town/Agency Code: |
| 1. Name of Cooperating Eligible Entity:
 | Phone: |
| 1. CEE Address:
 | Town: | Zip Code: |
| 1. Completed by:
 | Title: | Phone: |
| 1. Signature:
 | Date: |

 **PROPOSED BUDGET**

|  |  |
| --- | --- |
| 1. Anticipated revenues from private sources
 | $ |
| 1. **FY 2021** State Adult Education reimbursement percentage for the district (0-65%)
 | %  |
| 1. Anticipated state grant (A x B). Not to exceed 20 percent of FY 2020 state grant

to provider district or RESC | $ |
| 1. **TOTAL** project budget (A + C)
 | **$** |

##### **CEE PROGRAM ABSTRACT**

|  |
| --- |
| Name of CEE: |
| Total State Funds Requested: **Not to exceed 20 percent of FY 2020 state grant to provider district or RESC**. | **$** |
| Program Beginning Date: | Program Ending Date: |
| CEE will serve students in the following Adult Education Program Areas:(check all that apply) | \_\_Citizenship \_\_ESL \_\_ABE/GED\_\_CDP \_\_NEDP |

  **TABLE 1 - Total students/enrollments per area:** To complete the FY 2019 Final column, use data from thefinal Program Profile report for FY 2019. To complete the FY 2020 Year to Date column, refer to the current Program Profile report.

|  |  |  |
| --- | --- | --- |
|  | **FY 2019 Final** | **FY 2020 Year to Date** |
|  | Students | Enrollments | Students | Enrollments |
| Americanization/Citizenship |  |  |  |  |
| English as a Second Language (ESL) |  |  |  |  |
| Elementary Basic Skills (ABE) and GED® Preparation |  |  |  |  |
| High School Credit Diploma  |  |  |  |  |
| National External Diploma Program |  |  |  |  |
| **TOTALS** |  |  |  |  |

**TABLE 2 - Projected number of students in CEE Adult Education Programs:** Based on the data reported in

Table 1, enter the total **projected** number of students expected for **FY 2021** and then calculate anticipated per pupil cost.

|  |  |
| --- | --- |
| Total number of **students** anticipated to be served by the “**Total”** Project Budget. (Proposed Budget page 1, item D.)  |  |
| Anticipated Per Pupil Cost. | **$**  |

**PROJECT DESIGN**: (Give a brief description of the overall plan of the project.)

**PROGRAM QUALITY PLAN SECTION ONE**

Provide a response to the following questions:

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| --- |
| 1. **What services will be provided by each of the collaborating agencies of this CEE project?**
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|  |
| 1. **How do the services mentioned above enhance or supplement (not supplant) services provided to the target population through each of the collaborating agencies?**
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|  |

|  |
| --- |
| 1. **What means will each partner use to evaluate the effectiveness of the collaboration?**
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|  |
| 1. **What is the CEE’s plan for managing the Connecticut Adult Reporting System (CARS) (e.g., will the data be entered by the CEE on-site)? If ‘yes,’ does the CEE have Internet connectivity?**
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|  |
| 1. **What method will be utilized by the local or regional board of education or RESC to distribute the CEE grant dollars to the CEE?**
 |
|  |

**PROGRAM QUALITY PLAN SECTION TWO**

When developing your CEE program’s goals, objectives, activities and measurable outcomes for this section, please refer to your agency’s **FY 2020 Program Profile** and **Provider Performance Summary** reports, as well as Connecticut’s Core Performance Benchmarks from the State Plan for Adult Education, as guides. Adult Education programs should establish their goals and measure their performance in accordance with the above documents.

**Identifying CEE Adult Education Program Goals and Objectives:**

Using the tables on pages 5-6, list at least **three** goals from the list provided below. Be sure to include accompanying objectives that you have established for this CEE project. When identifying your program’s goals and objectives, please ensure that they:

* respond to the educational needs of the adult population;
* demonstrate program development, improvement, new initiative;
* reflect an analysis of the data reported in the district’s Program Profile and Program Performance Summary;
* enhance program accountability; and
* advance college and career readiness.

Goals that support and enhance program improvement and accountability should include:

(Choose at least three)

1. Program planning and operations
2. Student recruitment
3. Student retention
4. Improving learning gains and secondary completion
5. Curriculum and/or instruction
6. Transition and/or support services
7. Digital literacy
8. Interagency collaboration
9. Services for adults with disabilities
10. Worksite collaborative
11. Implementation of College and Career Readiness Standards\*
12. Other (be specific)

When stating your goals and objectives, be sure to:

* include those **activities** that you will undertake to successfully achieve state objectives;
* state the specific **measurable** results you anticipate; and
* indicate the **methods to verify** that results have been achieved.

\*Application must include at least one goal related to the College and Career Readiness Standards.

|  |
| --- |
| **Goal 1:** |
| **Objectives:** |
| **Activities**What specific activities will you undertake? | **Measurable Outcomes**What specific measurable results do you expect? How will you verify these results have been achieved? |
|  |  |

|  |
| --- |
| **Goal 2:** |
| **Objectives:** |
| **Activities**What specific activities will you undertake? | **Measurable Outcomes**What specific measurable results do you expect? How will you verify these results have been achieved? |
|  |  |

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| --- |
| **Goal 3:** |
| **Objectives:** |
| **Activities**What specific activities will you undertake? | **Measurable Outcomes**What specific measurable results do you expect? How will you verify these results have been achieved? |
|  |  |

 **STATEMENT OF ASSURANCES**

1. The applicant has the necessary legal authority to apply for and receive the proposed grant.

B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.

D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education.

E. Grant funds shall not be used to supplant funds normally budgeted by the agency.

F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.

G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary.

H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.

I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding.

J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant.

1. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit.
2. Required Contract Language (non-discrimination)

(a) For purposes of this Section, the following terms are defined as follows:

* + 1. “Commission” means the Commission on Human Rights and Opportunities;
		2. “Contract” and “contract” include any extension or modification of the Contract or contract;
		3. “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
		4. “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from     that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.
		5. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
		6. good faith efforts” shall include, but not be limited to, those reasonable initial efforts “necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
		7. “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
		8. “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
		9. “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons:  (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
		10. “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3),or (4).

(b)   (1)  The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action‑equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e,  46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56.  If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

(c)  Determination of the Contractor’s good faith efforts shall include, but shall not be limited to, the following factors:  The Contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d)  The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e)  The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission.  The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f)   The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g)  (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers’ representative of the Contractor’s commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.

(h)  The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission.  The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the State Department of Education and availability of state of federal funds.

1. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes

 concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut

 State Agencies promulgated there under are hereby incorporated by reference.

|  |  |
| --- | --- |
| **District:** | **Cooperating Eligible Entity:** |
| **Signature** (Superintendent of providing districtor RESC agency head): | **Signature** (Agency Director): |
| **Print Name:** | **Print Name:** |
| **Title:** | **Title:** |
| **Date:** | **Date:** |

# **COMMITMENT OF PRIVATE SOURCE FUNDS**

**Enclosed are Letters of Commitment of private source funds for our 2020-21 cooperating eligible entity grant from the following sources:\***

|  |  |
| --- | --- |
| Source of Private Funds | **Funds Committed** |
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|  |  |
| **TOTAL PRIVATE SOURCE FUNDS**Must equal item A on page 1 | **$** |

**IMPORTANT**

**\***Letters of financial commitment must be written by the agency making the private source donation.

 Letters of financial commitment should specify that the funds:

a) are designated for the CEE activity for the program year 2020-2021;

 b) are to be paid to the CEE agency by June 30, 2021; and

 c) if contribution is not a one-time payment, indicate the payment or deposit schedule (into CEE account).

Private contributions cannot be from any public source. This includes federal, state and municipal funds.

**EDIT CHECK:** This section must be completed by someone other than the individual designated on page 1.

Place a check mark (🗸) on the line by each item reviewed.

If a particular item is “not applicable,” indicate with “N/A.”

1. Page 1 Applicant Information Lines 1-5 completed accurately.

 Line 5 signed by CEE agency head.

 Proposed Budget Lines 1-4 completed accurately.

 Line B uses correct district support percentage for FY 2021.

 CEE Program Abstract completed accurately.

1. Page 2 Tables 1 and 2 – all columns completed accurately.
2. Page 2 Project Design completed thoroughly.
3. Pages 2-6 Program Quality Plan Sections one and two completed thoroughly.
4. Page 9 Original signatures provided on Statement of Assurances.
5. Page 10 Private source funds summarized and totaled accurately.
6. Page 10 Total of Private Source Funds equals Item A of PROPOSED BUDGET

 on page 1.

1. Attachment Letters of Commitment of funds from private sources to the CEE for the

 2020-21 budget year enclosed with payment schedule (if applicable).

1. Attachment Current Program Profile included.
2. Attachment Excel Budget Template included.
3. **Attachment** Current copy of building lease or rental agreement enclosed.

1. **E-mail** Entire ED-244A form and Excel Budget Template e-mailed.
2. **Page 11** Edit Check completed by:

|  |  |
| --- | --- |
| Signature: | Date: |
| Print Name: | Title: |