



DATE: January 15, 2016
TO: Adult Literacy Coordinators
FROM: Division of Community Colleges
SUBJECT: 2016 College and Career Readiness Implementation Institute

Need help implementing College and Career Readiness Standards (CCRS) in your classroom or program? Want to see what other state and programs are doing with CCRS? Join a team and attend with a state Adult Education consultant the 2016 College and Career Readiness Implementation Institute in either Dallas, TX or Nashville, TN. The Adult Education team will provide four stipends at \$500 each to cover costs related to travel and participation in the institute.

The two-day meeting aims to provide:

- An opportunity for participants to delve deeply into the contents of the college and career readiness (CCR) standards in literacy and mathematics and their implications for adult education.
- Practical information (methods and materials) about the key advances in instruction and curriculum that the CCR standards demand.
- Expert coaches who know the CCR standards, training materials, and activities well, and will help participants use the key advances to transform curriculum and instruction.
- Ready-to-use training materials in mathematics and literacy that will enable you to replicate institute activities with adult educators in your state.
- Access to committed groups of adult educators with whom you can share learning experiences, resources, and materials.

To be eligible for this project, individuals must provide instruction in either Math or English Language Arts (ELA), be willing to share implementation practices and key strategies at the WIOA Conference in June 2016. Applicants will submit one pdf as directed in the RFA Summary that includes: 1) RFA Cover Page; 2) Assurances; and 3) Application Narrative responding to the following questions:

1. Are you available and willing to present at the WIOA Conference in Des Moines on June 27-28? (5 pts.)
2. Describe your experience with providing presentations/conducting trainings. (Include when/where as applicable.) (10 pts)
3. Describe your experience in content area and years of experience. (10 pts.)
4. Describe your experience in implementing the college and career readiness standards in your programs and/or classroom for adult learners. (10 pts.)
5. Describe the implementation plans for this training – classroom or program based. (15 pts.)

If you have any questions, please contact Jayne Smith jayne.smith@iowa.gov 515-725-0046 or Marcela Hermosillo marcela.hermosillo@iowa.gov 515-281-4723. Applications must be received at the Department by Monday, February 15, 2016, at 5:00 p.m.

Thank you for your continued dedication and commitment to the adult learners in Iowa.

RFA SUMMARY

- Purpose:** To attend the 2016 College and Career Readiness (CCR) Implementation Institute in either Dallas, TX or Nashville, TN. The goal of this two-day training institute is to help participants understand the fundamental advances in instruction that the CCR standards demand. The institute offers hands-on training and expert support on ways to incorporate these advances into adult education programs.
- Sponsored by:** U.S Department of Education, Office of Career, Technical, and Adult Education led by Susan Pimentel and Organized by StandardsWork, Inc.
- Dates of Institutes:** Dallas, TX: Tuesday, March 22 – Wednesday, March 23, 2016 or Nashville, TN: Wednesday, April 27 – Thursday, April 28, 2016
- Eligibility:** Iowa Adult Education and Literacy funded programs. Two teams of three -- one Adult Education Program Consultant and two Adult Educators will be selected to attend one of the above institutes. Each team will include one adult educator with content expertise in mathematics and one adult educator with content expertise in literacy.
- Funding:** \$500 per program available for four (4) AEFLA funded programs
- Fund Use:** Funds must be used for the Institute related expenses (i.e. travel expenses, materials, teacher substitute, etc.)
- Project Duration:** 2/15/16 – 6/30/2016
- Contact:** Jayne M. Smith -- jayne.smith@iowa.gov or 515-725-0046
Marcela Hermosillo -- marcela.hermosillo@iowa.gov or 515-281-4723
- Due Date:** Applications for Institute grant awards must be received by **5:00 p.m. CST on Monday, February 15, 2016.**
- Required Forms For Application:** Part I – RFA Cover Page
Part II -- Assurances
Part III – Program Narrative (not to exceed two pages)
- Reimbursements/ Payments** A request for payment of claim in the amount of \$500 will be submitted on lowagrants no later than June 30, 2016.
- Required Deliverables:** Selected participants must be available and willing to co-present at the WIOA Conference in Des Moines on June 27-28.
- Length:** Application narrative is limited to no more than 2 pages. This page limitation does not include the signed RFA Cover Sheet or Assurances.
- Submission Instructions:** Submit the proposal as one combined PDF via email to jayne.smith@iowa.gov and marcela.hermosillo@iowa.gov

RFA COVER PAGE

Institution: _____

Participant Name: _____

Participant Title: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Content Area of Expertise:
(select at least one) _____ Literacy _____ Math

Institute Preference:
(select at least one) _____ Dallas, TX: Tuesday, March 22 – Wednesday, March 23, 2016

_____ Nashville, TN: Wednesday, April 27 – Thursday, April 28, 2016

Signature of Coordinator: _____

Title: _____

Email: _____

Date: _____

Proposal Submission deadline: Must be received by 5:00 p.m. CST, Monday, February 1, 2016

This cover sheet must be complete and used as the cover sheet for the RFA.
The Proposal should be **emailed as one pdf** to the following Adult Education Program Consultants:

Jayne M. Smith at Jayne.smith@iowa.gov
Marcela Hermosillo at marcela.hermosillo@iowa.gov

ASSURANCES

1. The GRANTEE, acting as the fiscal agent over this application, shall maintain books, financial records, documents, and receipts which sufficiently and properly documents and calculate all charges billed to the DE for a period of five (5) years following the date of the final payment or completion of any required audit, whichever is later.
2. If applicable, the eligible recipient agrees to provide reports including a final report which is due no later than the date stated in the Grant Agreement.
3. The eligible recipient certifies the agency and its principal officers are not suspended or debarred.
4. Program activities shall supplement not supplant existing programs, and where operating in conjunction with existing programs, enhance and supplement them.
5. No federal appropriated funds have been, or will be paid by or on behalf of the undersigned, to any person for influencing, or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with making of any federal grant, the entering into any grant or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
6. I will give the Iowa Department of Education, Title II – B Grant Program Administrator, the Federal sponsoring agency, or the State Auditor, through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

Furthermore, I acknowledge my understanding of the following:

7. Chapter 73.2 of the Code of Iowa states all requests for bids and proposals shall contain a paragraph reading as follows, “by virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa.”

Project Specific Assurances

1. The applicant will attend one of the Institutes as outlined in this RFA.
2. Selected participants must be available and willing to co-present at the WIOA Conference in Des Moines on June 27-28.

The undersigned certifies their institution will abide by these assurances during the period of this grant and to the best of his/her knowledge; the information contained in this application is correct and complete.

Signature of Coordinator: _____

Date: _____

NARRATIVE

1. **Are you available and willing to present at the WIOA Conference in Des Moines on June 27-28?**
 Yes No

2. **Describe your experience with providing presentations/conducting trainings. (Include when/where as applicable.)**

3. **Describe your experience in content area and years of experience.**

4. **Describe your experience in implementing the college and career readiness standards in your programs and/or classroom for adult learners.**

5. **Describe the implementation plans for this training – classroom or program based.**