



Arkansas Department of Career Education Adult Education Division

2015-2016 Program Year

Competitive Mini Grant Application

FOR

MANAGED ENROLLMENT

*Proposals must be submitted no later than **4:00 p.m. on Friday, March 4, 2016.**

MANAGED ENROLLMENT GRANT APPLICATION TITLE PAGE

(July 1, 2015 through June 30, 2016)

Program:	Telephone:
County(ies) Served:	E-Mail:
Contact Person:	Fax:
Job Title:	Requested Grant Amount:

Instructions: Complete the contact information above and return this form with the application. The awarded agency that fails to provide project deliverables, meet performance measures and goals, and/or complete tasks as specified within the grant will result in a partial payment and/or nonpayment, as appropriate.

LEA's Signature: _____ **Date:** _____

Program Director's Signature: _____ **Date:** _____

Access and Equity:

The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age.

Managed Enrollment Grant

Introduction:

In order to improve the economic viability in the state of Arkansas and compete in a global society, we must invest in our most important resource, people. According to the 2010 Census, the state has a population of 2,915,918 people. Of those individuals, 466,547, or almost sixteen (16%) of Arkansas residents eighteen or older, do not have a high school diploma (2013 American Community Survey, U.S. Census Bureau). Education and economic growth are intertwined, and both are important mechanisms of sustainability. Increasing the educational gains of Arkansas Adult Education students will enable them to reach their educational goals and increase their career opportunities.

Arkansas has seen a decline in the number of students who attend Adult Basic Education programs and complete or advance to the next level. That means the number of people who leave before completing a level is increasing. One of the ways to help increase educational success for students is through managed enrollment.

What is Managed Enrollment? Simply put, programs that are implementing managed enrollment programs are designing more structured time frames for enrollment that reflect their program data about student attendance patterns. The programs may impose enrollment deadlines and place restrictions on the number of classes a student may miss. Programs plan optional classes for students that are unable to attend the more structured class settings such as distance learning classes, open lab classes, and open entry and exit classes.

In some parts of the nation, Managed Enrollment has been used to increase attendance hours resulting in higher rates of post-testing, completions, and advancements students make. It has also assisted teachers by providing more stability planning, sequential lessons, and student follow-up. Providing Managed Enrollment helps people to fully commit to and participate in the class environment, physically or virtually.

Managed Enrollment classes will be provided through qualified local Adult Education programs. These grant funds are available to current Adult Education Programs or Literacy Councils.

Purpose:

The Managed Enrollment Grant aims to:

- Assist existing programs in undertaking training essential to understanding and creating viable managed enrollment classes for students by integrating structured learning for specific classes;
- Assist managed enrollment participants who require additional instructional support; and
- Assist teachers to see the value of managed enrollment in the attainment of educational goals for students.

Key Components of a Successful Managed Enrollment Project:

- **Serves the needs of the student in achieving educational growth**—The adult participants increase their ability to successfully complete their high school equivalency assessment or other academic and career achievement goals they have set by improving their educational functioning level.
- **Provides appropriate services** —The project provides services to implement Managed Enrollment classes that meet the needs of the current student population (e.g., Math 3.1 15/16, or topic based, Fractions 15/16, Decimals 15/16, Paragraphs 15/16, etc.), and classes will be conducted in sequence for the duration of the grant period. Moreover, the program will describe how students will be recruited, orientated and retained. Any waiting period between student enrollment and being eligible for a Managed Enrollment class will be described.
- **Provides appropriate curriculum and instruction** —The project provides curriculum and instruction specifically designed to meet the needs of the Managed Enrollment students. The measure of effectiveness and progress for the students is Table 4.
- **Investment of teachers in the project** —The program will support the teachers selected to participate in Managed Enrollment projects by providing extra time for training, class set-up and follow-up with students as needed.
- **Provides adequate instructional hours**—The project provides enough hours of instruction to meet the project's objectives. A clear Managed Enrollment attendance policy is also provided. Adults may supplement classroom instruction with tutoring and computer-based training as optional support.
- **Services are reviewed, evaluated and documented** —The program, participants and the teachers will provide feedback to project management as to the effectiveness of the program every two months (or as requested). The project conducts program evaluations and uses results to make changes to improve performance and outcomes.
- **Services may be proven effective by positive results** —The project results will be reported in measurable gains showing whether students have increased their educational functioning level. The project should result in positive outcomes for the students, better post-testing rates for the program and better post-testing for the state.

Recommendations for Getting Started:

- Identify specific program issues by talking to faculty, students and community members.
- Study enrollment patterns, and retention and promotion data.
- Establish session lengths based on student data.
- Develop curriculum and exit criteria for the designated sessions. Faculty involvement is essential.
- Plan a pilot class with enthusiastic faculty at one site. Learn what works and what needs to be adjusted before expanding the program.
- Remember, it is a pilot. Remove administrative threats [for example, canceling classes with low attendance]. This will allow teachers to focus on successful implementation strategies.
- Develop an atmosphere where change is ongoing and welcome to meet student, faculty, administration and community needs. If there aren't changes, then managed enrollment becomes a stagnant product rather than a process.

Eligible Applicants:

Adult education programs currently receiving state and federal grant funds through the Department of Career Education, Adult Education Division are eligible to apply based on the Adult Education Family Literacy Act (AEFLA) request for proposal. Programs should use the 2014-2015 performance benchmarks for guidance, expecting a one to two percent increase in each area.

Number of Awards:

The number of awards for FY 2015-2016 will be determined by the number of applications eligible for funding through the open competitive bid process. All applications will be scored based on the criteria established in each specific grant's application. Priority will be given to programs that made at least an 80% of the Effective and Efficient performance calculation during the 2013-2014 program year and whose proposal shows promise of sustainability and success.

Project Title: Managed Enrollment Guidelines & Narrative

I. Need for Project and Specific Evidence of Need:

State a brief summary of the project- 100 words maximum. Explain how managed enrollment will improve student learning. Include data about existing deficits in student achievement, make clear connections to established academic standards, and define the support for student learning to be provided by the proposal. Include enrollment patterns and challenges that the program has faced in student retention and educational gains.

II. Academic Goals and Learning Objectives for This Project:

What are the project's overall goals? Project Goals are connected to specific state and national curriculum standards and/or College and Career Readiness Standards in addressing academic need through managed enrollment.

Link specific measurable curricular objectives to the stated need, academic goals, and project activities. What will be the instructional design and methodology of the ABE/ASE /ESL curricula? What outcomes will be achieved? What instructional practices, based on research that has proven to be effective in preparing adult learners, will be used (cite sources)? How will student learning be measured?

III. Project Planning and Design:

Describe how the current status of enrollment patterns at your program and the proposed activities will support student retention and learning as a result of managed enrollment. How many students will be served by the project? How will the project recruit students?

What subject(s) or topic will be taught? Which educational level(s) will be targeted? Where and when will managed enrollment class(es) take place? How long and how often? Describe the data analysis used to determine the selected managed enrollment class(es).

How will an attendance policy and student agreement be implemented for students participating in the Managed Enrollment class? What support systems will be provided to students to reduce barriers and retain students participating in the managed enrollment class(es)?

IV. Project Timeline:

Develop a timeline for the planning, design, and implementation of Managed Enrollment. This should be realistic and comprehensive. Include dates, key contacts and the necessary tasks necessary for implementation. Timeline may also include activities by teachers and students, including purchasing, training, implementation, evaluation, and sharing if applicable.

V. Sustainable Impact:

Describe how managed enrollment will be sustained following its initial development and implementation. Future funding for the implementation of the project may be possible but applicants should use existing state and federal funding, leverage new funding through innovation, and braid funding streams to create programs that complement service delivery.

VI. Project Evaluation:

How will the project assess, evaluate and report learning gains of the participants? How often? This plan for evaluating the effectiveness of the curricular innovations to be funded by the grant should identify both formative and summative evaluation tools and activities. Formative evaluation activities are ongoing and are used to determine the need for adjustments to the student project as the work progresses. Summative evaluation activities are used at the end of the project to determine the overall effectiveness of the project innovations. (This is NOT how you will grade your individual students' process or work products.) How will you measure the effectiveness of managed enrollment and compare student learning to project—past or present—as a result of the grant?

VII. Project Budget:

Include components to be funded by the grant. Also, include all other necessary materials and equipment required, their availability, and alternatives for achieving your goals if grant proposal is not funded. Be sure to include sales tax and shipping costs. Research best prices, and check your math carefully!

Grant Submission Information

TECHNICAL/FORMATTING AND APPLICATION SUBMISSION REQUIREMENTS

1. Number of application documents to be submitted:

- One application with original signatures
- Three identical copies of the original application

Note: It is the submitting agency's responsibility to ensure that all three copies are identical to the original. One original and then three copies of that original.

2. Place all application items in the following order:

- a) Application Title Page
- b) Narrative
- c) Initial Budget Page with narrative
- d) Any proposed invoices for instructional materials and text, equipment, etc.
- e) Grant Rubric

3. NARRATIVE SECTION MAXIMUM PAGE LIMIT: TEN (10).

This does not include any required forms and/or other specified information.

Narrative Section response format:

- a) Font - Size - 12
- b) Margin size - 1" - both sides and top/bottom margins
- c) Double spaced (this does not include charts or any other supporting documents)
- d) Single-sided pages
- e) Complete the narrative using the same sequence presented in the

Narrative Section.

4. Secure the original and all three copies individually with a removable binder clip in the upper left hand corner of each document - do not staple or spiral bind.
5. Do not include covers, tabs or other items that will prevent ease of photocopying.
6. Do not submit unrequested materials, such as DVDs, newspaper clippings, brochures, etc.

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Applications may be faxed, e-mailed, or postmarked by the deadline.

MAILING ADDRESS: Department of Career Education Adult Education Division Three Capitol Mall Little Rock, AR 72202	E-MAIL: AdultEd@arkansas.gov	FAX: 1-501-682-1706
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