April 7, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Sherrill W. Parrish
Senior Deputy State Superintendent of Education

RE: Program Application for Community Education

In keeping with the Alabama State Department of Education’s efforts to provide direct and equitable access to state education funds, an application and review process has been developed for Community Education. Direct and equitable access means an equal opportunity to receive a proportionate share of funds and an equal requirement to meet the selection criteria. These criteria will be used to determine which local education agencies (LEAs) or other entities can provide the most effective and efficient programs that will fulfill the purposes of the community education philosophy.

The budget period for Fiscal Year (FY) 2017 begins October 1, 2016, and ends September 30, 2017. It is anticipated that grants will remain within the same range as in FY 2016, with approximately $15,000 toward the salary and benefits of a full-time coordinator, $7,500 toward the salary and benefits of a half-time coordinator, and $3,750 toward the salary and benefits of a part-time coordinator per system. All applications must be received in the Federal Programs Section no later than May 31, 2016. Faxed and e-mail applications will not be accepted.

If your LEA desires to be considered for State Community Education Funds, please complete the enclosed application and submit it to the Alabama State Department of Education, Amanda Gann, Attn: Community Education, Federal Programs Section, 5348 Gordon Persons Building, Post Office Box 302101, Montgomery, Alabama 36130-2101, no later than May 31, 2016.

If you need assistance, please contact Amanda Gann or Joslyn T. Reddick at 334-242-8199 or 1-888-725-9321 or by e-mail at agann@alsde.edu or jreddick@alsde.edu.

SWP/AG/JRE

Attachment

cc: City and County Community Education Coordinators
2015-2016 Dependent Care Grantees
Mr. Barry Kachelhofer, LEA Financial Assistance Section

FY16-2046
PROGRAM APPLICATION
FOR
STATE COMMUNITY EDUCATION FUNDS*
FISCAL YEARS 2017-2019

(Name of School System, Community College, or Other Entity Applying for Funds)

Name of School System to Be Served (if not listed above)

(Date Submitted)

*All School Systems/Entities interested in State Community Education Funds must submit a program application. The grant cycle is for a three year period, FYs 2017-2019. Annual renewal applications are required.

Submit to:
Alabama State Department of Education
Amanda Gann/Joslyn Reddick
Attn: Community Education
Federal Programs Section
5348 Gordon Persons Building
Post Office Box 302101
Montgomery, Alabama 36130-2101

[DUE May 31, 2016]

FOR ALABAMA STATE DEPARTMENT OF EDUCATION USE ONLY

Date Received: ______________
Date Reviewed: ______________

Approved ( ) Denied ( ) by State Department of Education ____________________________

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and The Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.
PROGRAM APPLICATION FOR STATE COMMUNITY EDUCATION FUNDS
(Only one application may be submitted to serve any single school system. If more than one completed application is submitted for an LEA, all applications will be disqualified.)

INSTRUCTIONS: Complete all pages of the application packet and return by May 31, 2016. Send to Amanda Gann, Federal Programs Section, 5348 Gordon Persons Building, P. O. Box 302101, Montgomery, AL 36130-2101. No faxed or e-mailed submissions will be accepted. Submit original and (3) copies. Mark envelope: “Attn: Community Education.”

Are you a new system (i.e., DID NOT receive Community Education funds in FYs 2014-2016):
YES______ NO______

Are you an existing system (i.e., DID receive Community Education funds in FYs 2014-2016):
YES______ NO______

Local Education Agency (LEA):
________________________________________________________

Name of the appointed Community Education Coordinator:
________________________________________________________

Mailing Address of Community Education Coordinator:
________________________________________________________

________________________________________________________

Telephone Number: (____) __________ Fax Number: (____) __________

E-mail Address (required):
________________________________________________________

Number of Persons to be Served Annually:
________________________________________________________

Check Request: _______ Full-Time (66-100%) ________ Half-Time (34-65%) _______ Part-Time (10-33%)

ASSURANCES

1. A person employed full-time in community education will work a minimum of what other administrators in LEAs work and will work 66-100% time administering Community Education.
2. A person employed half-time will work 34-65% of work time administering Community Education.
3. A person employed part-time will work 10-33% time administering Community Education.
4. The Community Education Coordinator will participate in coordinators’ training workshops approved by the Alabama State Department of Education. All coordinators must attend the Alabama Community Education Association’s annual conference held each spring.
5. The LEA/Entity will submit one annual program report to the State Department of Education within 30 days of the conclusion of the project for each year of the grant cycle. (Due October 28, 2017).
6. The LEA/Entity will establish an active Community Education Support Team (Advisory Council), which meets at least quarterly with minutes kept at the local level. If the applicant is not an LEA, the LEA will be represented.
7. The LEA/Entity will utilize fiscal accounting, disbursement, and auditing procedures consistent with the local board of education/entity’s policies in conjunction with this grant award.
8. Monitoring by the ALSDE will occur on a three-year schedule and the program will be prepared with all required documentation.
9. All program activities will be conducted under the name of Community Education/community schools and a logo, either the one on the first page of this application or other locally selected logo.

The applicant certifies that to the best of his/her knowledge and belief, the data in this application are true and correct.

Signature of Superintendent Date Telephone Number

Signature of Custodian of Funds Date Telephone Number
Local Education Agency to be served: ________________________________

Check which major program areas the community education program will address. Areas checked must be covered in the needs assessment and program objectives/activities section of the application:

K-12 Support___ Community Involvement___ Lifelong Learning___ Summer Programs for Children___
Volunteers___ Citizen Involvement___ Full School Facility Usage___ Healthy Lifestyles/Obesity Issues___
Family Involvement___ Preschool Programs___ Interagency Coordination___ Community/Neighborhood Schools___
Extended-Day ___ Business Partnerships___ At-Risk Services___ Community Learning Centers___
Parent Education___ Service Learning___ Senior Citizen Involvement___

PROGRAM APPLICATION OUTLINE
The Program Application must contain, in narrative form, the following components arranged in the order listed. The Program Application shall be no more than 20 pages excluding page 1 and 2 of this document. One application per school system may be submitted, so local coordination with agencies is required. If more than one complete application to serve a school system is received, all applications will be disqualified. Applications with any of the following information submitted incomplete may be eliminated for consideration for Community Education funding. All applications received will be read and scored by readers, and the highest scoring applications will be funded based on available funds. Appendices, letters of support, previous annual reports, brochures, and program support material may be attached, in reasonable amounts, and must clearly show the involvement of Community Education. Program brochures, support material, and annual reports will not be included in the 20-page limit, but letters of support will be counted.

1. PROGRAM APPLICATION and FUNDING CATEGORIES (i.e., full-time, half-time, or part-time): Pages 1 and 2 from this program application. The superintendent and custodian of funds must sign in the areas indicated.

2. COMMUNITY EDUCATION COORDINATOR JOB DESCRIPTION: List all responsibilities of the assigned Community Education Coordinator, in addition to other duties that may fall within his/her responsibility. List the percentage of time for each job responsibility. Indicate and verify that timesheets will be completed locally for all persons who are not assigned 100% (i.e. full-time) to Community Education, and that these will be available for ALSDE inspection.
Local Education Agency to be served: ________________________________

3. **BUDGET:** State Community Education Funds must be used only for the salary and benefits of the coordinator. The total budget should include salary for coordinator, travel for coordinator, printing of brochures, teachers’ salaries, advertising, etc. Budget should show both expected income sources and expenditures for all programs managed by Community Education. A chart format similar to the chart below is acceptable. **A matching amount of local funds at least equal to the state grant must be provided annually.** Indicate this in the budget. State funds are subject to proration if declared by the Governor.

<table>
<thead>
<tr>
<th></th>
<th>Community Education Funds</th>
<th>Fees from Community Education Classes</th>
<th>Local Funds</th>
<th>Contributions From Agencies &amp; Businesses</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator’s Salary</td>
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<tr>
<td>Coordinator’s Benefits</td>
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<tr>
<td>Coordinator’s Travel</td>
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<tr>
<td>Instructors’ Salaries &amp; Benefits</td>
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<tr>
<td>Printing &amp; Publicity</td>
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<tr>
<td>Equipment</td>
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<td>Materials &amp; Supplies</td>
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<td>Other (List)</td>
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<td><strong>TOTAL</strong></td>
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4. **NEEDS ASSESSMENT:** The school/community needs must be included and must drive the proposed program. Discuss provisions for conducting a communitywide or neighborhoodwide needs assessment. For **new systems**, the needs assessment must be conducted during the first two months of the program. Please attach the proposed needs assessment instrument to be used. For **existing systems**, include the program’s most recent needs assessment. Be sure the dates and numbers of surveys returned are clearly evident. In addition, indicate the type and timeframe for future needs assessments. Needs assessments must be conducted at minimum once every three years.

5. **OBJECTIVES AND ACTIVITIES:** Community Education objectives must be clearly stated, in measurable/quantifiable terms, with the activities/strategies for the accomplishment of the stated objectives. Objectives should relate to the umbrella concept of community education, and must include processes and programs designed to involve and serve the total community. Particular attention should be given to the coordination of the efforts in and through the LEA. Activities should include programs and services to support K-12 education. Provide a timeline for activities and include estimated numbers to be served in each activity.
THE UMBRELLA CONCEPT OF COMMUNITY EDUCATION
(PUTTING THE PUBLIC BACK INTO PUBLIC EDUCATION)

<table>
<thead>
<tr>
<th>Advisory Councils</th>
<th>K-12 Support</th>
<th>Community Involvement</th>
<th>Lifelong Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteers</td>
<td>Citizen Involvement</td>
<td>Full School Facility Usage</td>
<td>Responsiveness</td>
</tr>
<tr>
<td>Inclusiveness</td>
<td>Family Involvement</td>
<td>Community/Neighborhood Schools</td>
<td>Sense of Community</td>
</tr>
<tr>
<td>Extended-Day/Year</td>
<td>Business Partnerships</td>
<td>At-Risk Services</td>
<td>Interagency Coordination</td>
</tr>
<tr>
<td>Parent Education</td>
<td>Senior Citizen Involvement</td>
<td>Service Learning</td>
<td>Healthy Lifestyles/Obesity Issues</td>
</tr>
</tbody>
</table>

6. **K-12 IMPACT:** Detail the expected impact and outcomes for K-12 students and their families. Services and activities may include but are not limited to: tutorial programs, mentoring, securing volunteers for teachers, family involvement, adopt-a-school/business partnership programs, extended-day programs, and extended-year programs. Clearly indicate how families are strengthened through community schools/community learning centers/education.

7. **SCHOOL FACILITIES:** Indicate how school buildings, playgrounds, classrooms, and technological hardware and software will be used in the Community Education program. Indicate additional hours per week that all school facilities will be open for Community Education activities. Indicate names of school facilities that will be utilized and how they will be utilized.

8. **ORGANIZATIONS/AGENCIES:** List organizations and agencies that will be involved as partners with this program including a description of the nature and level of their involvement. Include education-based programs as well, including Titles I, II, III, IV-B, and VI if appropriate. Indicate the role of the Community Education Support Team (Advisory Council) in planning and delivering Community Education programs. List names and agencies represented on the support team. If the applicant is not an LEA, indicate how coordination with the LEA will occur. Letters of support from principals and/or other LEA personnel may be attached, but included in the 20-page limit.

9. **EVALUATION:** Describe the program evaluation process that will document the success of the program. How will the evaluation be used? Include how program statistics will be utilized locally. Indicate how and when a required annual report to the superintendent and/or board of education will be made. Include local program statistics.

10. **COMMUNITY EDUCATION BOARD RESOLUTION.** Submit a copy of a school board resolution supporting the Community Education program, indicating that the board has ratified and passed the resolution. If the board is scheduled to discuss the resolution after the proposal due date, indicate the exact date the resolution will go before the board and submit a copy of the proposed resolution.
COMMUNITY EDUCATION PRIORITY INITIATIVES

The Alabama State Department of Education has established three key areas within Community Education as priority initiatives for support. These key areas should be interwoven within the application:

1. Strengthening the Family’s Role and Responsibility in the Education of its Children

Strong family support is essential for satisfactory child development and academic success. As society is ever-changing, community educators must take an active role in meeting the needs of families to assist in child development and academic success. Community education programs that promote family support may include the following: joint activities for children and parents, parent education, parent volunteers, school-age child care, etc.

2. Building a Community School/Community Learning Center

A community school/community learning center offers much-needed services, and cooperates in collaboration with community partners. Services provided should positively impact academic and developmental success of K-12 students. The community school/community learning center is characterized by many factors, but may include: community involvement/relations and community partnerships, lifelong learning activities for all ages, etc.

Community partnerships are integral to Community Education. Community schools/community learning centers have a strong academic component and offer community support. School buildings serve as a site for diverse education activities beyond regular school hours.

3. Maintaining Healthy Lifestyles for Families and Students

Alabama had the sixth highest obesity rate (32.1%) in 2015; therefore healthy lifestyles should be an integral aspect of all Community Education programs. Short-term and long-term program goals that incorporate activities that work toward students and families maintaining healthy lifestyles are of great importance for Alabama Community Education.
STATE COMMUNITY EDUCATION FUNDING 2017-2019

EVALUATION POINTS

All LEAs/Entities requesting funds are required to submit a program application following the outline on these pages. If the system has an annual report on Community Education, or the program has brochures, submit these with the application. Applications will be read and the following criteria will be utilized for all systems:

1. Adequacy of budget including all local funds and partnerships .................................. 10 Points

2. Procedures for conducting needs assessment in the neighborhood or community...... 10 Points

3. A clear description of the program objectives .............................................................. 10 Points

4. Activities that support the program objectives ............................................................ 15 Points

5. Activities that support the K-12 program ................................................................. 15 Points

6. Full usage of school facilities ..................................................................................... 10 Points

7. Cooperation and collaboration of program with community groups, business
   partnerships, organizations, and Community Education Support Team .................. 20 Points

8. Annual Evaluation of Program and Use of Evaluation Locally................................. 10 Points

TOTAL.............................................................................................................100 Points