



**Continuation Proposal Guidelines for
LINCS Regional Resource Centers
Year 5 (PY 2010-2011)**

Purpose: The Literacy Information and Communication System (*LINCS*) Regional Resource Centers (RRCs) provide dissemination of high quality resources using various approaches (such as online materials, professional development, face-to-face technical assistance, and distance learning) through partnerships with adult education and related organizations to help practitioners use evidence-based instructional practices that improve outcomes in adult learners' literacy skills. The Centers assist in disseminating the evidence based methods and techniques for providing adult education and literacy activities. The Centers are charged with organizing professional development based on approved trainings and findings from the *LINCS* Needs Assessment and Professional Development Mapping surveys. The training and workshops utilize OVAE and *LINCS* developed or approved materials, as well as *LINCS* online instructional resources provided through.

Application Information: Guidance for preparing the *LINCS* Regional Resource Center continuation proposal for Year 5 is included in this package. It provides an overview of the goals for *LINCS* and priorities and requirements for Year 5 funding of *LINCS* Regional Resource Centers. All the terms and conditions in the first year grants remain unchanged. Applicants are expected to demonstrate continued progress on implementation during Year 5.

Background and Legislative Authority: *LINCS* grants were awarded under the authority of the Workforce Investment Act, Title II (the Adult Education and Family Literacy Act), Public Law 105-220, Section 242, National Institute for Literacy. Through a Federal Register Notice, (Vol. 74, No. 127 / Monday, July 6, 2009) the public received a notice of intent to continue the grants.

Submission Deadline: Applications must be submitted by 5:00 p.m. Eastern Time, **March 29, 2010.**

Application Package:

Cover Page

Project Staff

Year 5 Work Plan and Timeline (Narrative not to exceed ten (10) single-spaced or twenty (20) double-spaced pages)

Budget

Submission Instructions: Email in Word Format to Patricia Bennett at pbennett@nifl.gov. Copy: Noreen Lopez at nlopez@nifl.gov and Darlene McDonald at dmcdonald@nifl.gov. Indicate “**Year 5 Application**” and include your “**Grant Award Number**” in the subject line. Include the grant award number and project title in all correspondence for this grant project.

Technical Assistance: A technical assistance call will be scheduled the week following release of the Guidance as needed.

Award Date: It is anticipated that Year 5 continuation awards will be made on or before September 27, 2010.



National Institute for Literacy

Cover Page

**Name of Applicant
Organization:**

LINCS Regional Resource Centers
Year 5 (PY 2010-2011) Continuation Application

Title of Project:

Project Director:

Address:

Telephone Number:

Fax Number:

E-Mail Address:

Amount Requested:

\$

Carryover:

\$

**GRAND TOTAL of
AMOUNT REQUESTED**

\$

Application Prepared By *(If Different from Above)*

Name:

Phone:

Fax:

E-Mail:

Federal Award Grant Number:

PROJECT STAFF

Please complete the chart with the name, title, role, percent of FTE time on the project and the number of hours per week on the project. Include a resume of key staff if not already on file.

Name and Contact Information	Time on Project		Role
	Number of Hrs per Wk	% of FTE	
Project Director Name: Phone: Fax: E-Mail:			
Title: Name: Phone: E-Mail:			

(Add rows as needed)

Year 5 Plan

In developing the Year 5 plan, the *LINCS* RRCs will be expected to implement the plan involving state partners and partner organizations. The RRCs will also be expected to support OVAE's emphasis on disseminating high-quality, evidence-based resources. The *LINCS* RRCs and Resource Collections, and their partners have played a valuable role in making instructional and other resources available to the field. *LINCS* RRCs are working to enhance the research-based content of *LINCS* with special attention to materials and resources concerning the teaching and learning of basic skills such as reading, writing, and mathematics, and by providing support for Program Planning, Assessments, Learning Disabilities, and Program Improvement, Workforce Competitiveness, Workforce Education, Technology, and English Language Acquisition.

Priorities for Year 5

- Maximize participant learning by increasing the intensity and/or extending the duration of professional development trainings.
- Enhance and support the implementation of technology for dissemination and to produce and deliver services to partners, especially through the application of social networking and Web 2.0 tools.
- Continue to enhance the quality of data on the outcome of training offered through the Regional Centers.
- Collaborate with OVAE in planning for the transition and/or migration of the RRC's activities and resources after the end of Year 5.

Instructions: Prepare a work plan that addresses each section below. Also submit a timeline and budget that provide funding requirements to implement the work plan. The work plan and budget should contain information as it pertains to each section below:

A. Building Partnerships and Collaboration at the Regional and State Level

The plan should:

1. Build on existing partnerships or strengthen national, regional or state partnerships. Provide the status of existing partnerships and identify new partnerships and the benefits of the partnerships for the field and for OVAE. Include expected outcomes from the partnerships and how these outcomes will be documented and measured.
2. Identify how the Center will work with Partners to schedule and implement two successful *Learning to Achieve* (L2A) Training sessions in the Region. Give priority to states that have not yet had L2A training, have a substantial plan for and investment in going to scale with the training, and the training can have a significant impact on the state's adult education learners.
3. Include tentative planning for a Year 5 partner meeting; provide ideas for the agenda focus, including the transition and/or migration of *LINCS* activities and resources after Year 5.
4. Describe how the Center will engage partners regarding *LINCS* services and products to be transitioned after Year 5.
5. Describe plans for the development or dissemination of online professional development courses and modules. Include the role and contributions of any partners and the topics for the professional development.
6. Describe how the Center will use technology to extend learning and as a tool to achieve or leverage communication and outcomes.

B. Implementing Regional Professional Development and Technical Assistance

The plan should clearly explain how the RRC will:

1. Deliver approved professional development using recognized national experts for partners and their constituents, especially using social networking and Web 2.0 tools.
2. Provide details for projected awareness level training in the region based on the results of the *LINCS* Needs Assessment and *LINCS* Professional Development Mapping Survey. The training plan should include the following:
 - a. **Informational presentations:** Conduct or sponsor at least two informational presentations during Year 5 at regional or state conferences. These increase awareness and educate practitioners about resources available through *LINCS* and OVAE, build greater knowledge and skills in using approved publications and resources for teaching and learning. Provide details for the projected number of sessions planned, the number of practitioners, and the names and dates of potential conferences/ meetings if known.
 - b. **In Depth (more than 2 hours intensity) training:** Conduct a minimum of four targeted trainings in Year 5 at the state or regional level – using Institute approved training materials, including *Learning to Achieve*. This may also include training on using technology to improve or extend learning. Provide an estimate of the number trainings planned, the target audience and number of practitioners that will be served. Indicate known target organizations and/or states.
3. Develop at least one online course or curriculum, and/or review and evaluate at least one existing online course based on approved criteria, for inclusion in a matrix of online courses available to adult educators from non-profit organizations or institutions.

C. Dissemination and Information Sharing

The plan should clearly explain how the RRC will:

1. Enhance the RRC capacity to increase the application of social networking and Web 2.0 technology for dissemination and communication.
2. Disseminate information to state and organization partners, especially using social networking and Web 2.0 tools.
3. Distribute approved *LINCS* and OVAE materials and resources, including the *LINCS* Resource Collections and the monthly newsletter to be developed by each one of the Resource Collections in Year 5.

D. Accountability Data:

The plan should clearly explain how the RRC will:

1. Gather, analyze and use professional development and dissemination performance data to document and evaluate RRC impact on adult education and literacy practitioners and the stakeholder network.
2. Include plans for implementing the *LINCS* Evaluation Form, available at <http://www.nifl.gov/lincs/training/training.html> for gathering evaluation data for targeted training sessions and follow-up.
4. Document and record the number of Institute publications and resources distributed.

E. Collaboration with OVAE and other LINCS Grantees

The plan should explain how the grantee will:

1. Collaborate with other LINCS Grantees to carry out joint activities when appropriate to maximize impact.
2. Collaborate with OVAE national activities projects as appropriate.
3. Meet twice a year with OVAE staff and other *LINCS* grantees, participate in grantee conference calls, and other electronic meetings, as necessary. Participate in planning, facilitating, moderating and taking notes for such meetings.
4. Work with OVAE staff to plan and deliver one Web cast in Year 5.
5. Assist, as necessary, in planning for and supporting transitioning of *LINCS* activities and resources to the Department of Education. This will include collaborating with the *LINCS* website contractor, especially in planning for transition, utilization of a content management system and implementation of new tools such as social networking.
6. Assist in enhancing and improving the *LINCS* Web site content. This could include designing criteria for and tagging courses, trainings, workshops, writing new Web pages, etc.
7. Effectively use the *LINCS*' Wiki's, including yearly security training for all users, posting reports, minutes, etc.

F. Optional Additional Activity

Grantees may propose and provide a justification for one additional activity that would further the goals of LINCS and OVAE national projects. Include the objective, related major activities, target audience, expected impact, timeline, and budget.

G. Effectiveness of the Project

Describe how the project will collect data and document the effectiveness of this project at the end of Year 5.

H. Timeline and chart for all objectives

1. Include estimates of staff time committed for the activities detailed in the Year 5 plan.
2. Include requirements for documentation, quarterly reports, as well as the Final Report, due at the end of the grant period.

I. Itemized Budget

PLEASE START ON A SEPARATE PAGE, SEND DIRECTLY TO NIFL BASED ON THE SUBMISSION INSTRUCTIONS ABOVE. DO NOT POST THIS SECTION ON THE WIKI. Provide a budget detailing Year 5 activities.

1. Budget Form

Use the ED budget form 524:

ED 524 Form and Instructions - Budget Information, Non – Construction Programs
MS Word(106K): <http://www.ed.gov/fund/grant/apply/appforms/ed524.doc>

Fill in all sections (A Federal & B Non-Federal), including funds expended for Years 1, 2 3, 4 with a projected budget for Year 5. Supply a detailed budget narrative for Year 5 expenditures in addition to the 524 Form.

2. Budget Narrative

- a. Include the actual budget expenditures for the performance reporting period and provide an explanation of any funds that will be expended to implement the work plan. Also describe any significant changes to the RRC budget resulting from modification of project activities and any anticipated changes to the operational budget in the next budget period.
- b. Include details about costs associated with Trainings, Presentations, Exhibits and Dissemination for Year 5. (Costs for *Learning to Achieve* trainings should include costs for staff time, training and hotel facilities, and costs for participants, such as travel and per diem. Costs for trainers will be paid separately by a NIFL/OVAE contract.)

3 Carry-over Year 4 Funds

Identify the amount of unexpended funds, actual and projected, by year. In a separate document, specify plans for use of the funds. Indicate the proposal priority that the expenditure will support and the objective of the activity. Identify the amount to be expended. Indicate if funds were used for the same purpose in the Year 4 budget. Provide a rationale and justification for using carryover funds in Year 5.

5. Additional Information

Identify any cost sharing, cooperative funding, in-kind contributions, or other special financial arrangements, as well as an estimate of unexpended funds in Section B: Non-Federal Funds.

J. End of Year Report

An end of year program report is required in order to finalize the grant award. Instructions and Education report forms will be distributed separately at a later date with a due date in September. The final grant award notice will be mailed after receipt of the end of year program report.