

Section I. Program Contacts

Application Filing Date:

September 30, 2010

Application Filing Instructions:

Complete and submit application on-line.

Mail signed original and one hard copy to:

Sheila Bollenbach, Education Programs Consultant
Adult Education Office
California Department of Education
1430 N Street, Suite 4503
Sacramento, California 95814

New Innovation Program Application

Continuing Innovation Program Application

Amendment to Innovation Program Application

CDE Requested

Agency Requested

Complete all items marked with an asterisk (*). Incomplete applications will not be accepted.

Anticipated Total Adult Education Budget for 2010-11: \$

Anticipated Adult Education Distance Learning Budget for 2010-11: \$

If your agency received WIA Title II funding in FY 2009-10, and if you will be receiving WIA Title II funds in FY 2010-11, you must follow [these requirements](#).

County-District code:**Applicant District:**

* Mailing Address:

Mailing Address (con't):

* **Mailing City:**

* **Mailing ZIP Code:**

* **Superintendent/CEO:**

* **Title:**

* **Telephone:**

* **Email:**

* **Project Coordinator:**

* **Work Site:**

* **Title:**

* **Telephone:**

* **Email:**

Certification: For agencies receiving WIA Title II funds, I hereby certify that [all applicable federal rules and regulations will be observed](#). This certification includes the required use of CASAS TOPSpro Entry and Update records and an attendance accounting system approved by the California Department of Education.

Signature of Authorized Agent

* **Authorized Agent Name:**

* **Title:**

* **Date:**

* **Telephone:**

Section II. Distance Learning Budget Worksheet

OBJECT OF EXPENDITURE *(Enter whole dollar amounts only.)*

Line Number	Acct. Number	Classification	Projected Program Budget FY 2010-11
1	1000	Certified Salaries	\$
2	2000	Classified Personnel Salaries	\$
3	3000	Employee Benefits	\$
4	4000	Books and Supplies	\$
5	5000	Services and Other Operating Expenditures	\$
6	6000	Capital Outlay (1)	\$
7	7000	Equipment	\$
8		Total Costs	\$
9		Indirect Costs	\$
10		Total Distance Learning Program Budget	\$ s

(1) Note: See California School Accounting manual for definition of capital outlay. Indirect Costs for adult education programs-districts are limited to the lesser of their CDE approved indirect cost rate or the state rate for Adult Education. California Statewide Average Indirect Cost Rates can be found at <http://www.cde.ca.gov/fg/ac/ic/icrfsae.asp>.

Section II. Budget Justification Narrative

Provide a narrative justification to support the proposed budget.

1. List each employee. Include: name, responsibility, and percentage of position used for Innovation Program.
2. Describe: instructional materials, equipment, instructional training, and other expenditures that support the program.

Note: Students engaged in educational activities are required to be under the supervision and control of an employee of the district who possesses a valid certification document registered as required by *California Education Code Section 46300(a)* in order to meet Federal guidelines.

1000 Certified Salaries:

(200 word limit)

2000 Classified Personnel Salaries:

(200 word limit)

3000 Employee Benefits:

(50 word limit)

4000 Books and Supplies:

(50 word limit)

5000 Services and Other Operating Expenditures:

(50 word limit)

6000 Capital Outlay:

(50 word limit)

6400 Equipment:

(50 word limit)

Section III. Application Narratives

Directions: Complete this information for the entire Innovation Program.

A. Program Needs

1. Describe how your agency determined the need for an Innovation Program.

Example: Student/Community survey; census data; student retention data; district data on facilities and TOPSpro data.
Example: ESL Census data reflects a 20% increase in limited English speaking adults within the district boundaries. The district is unable to meet the demand for ESL classes due to limited classroom facilities.

2. Identify the populations who will gain increased access to instruction through the Innovation Program. Estimate the number of students that will be served through this program.

Example: Working adults, individuals with transportation problems, parents with small children, adults with health limitations, safety concerns, will gain increased access. The school estimates that over 95 students will participate in the Innovation and Alternative Delivery Program courses.

B. Program Outreach and Recruitment

1. Describe how your agency will expand access to learning services. Include promotional materials, public relations, public service announcements (PSAs) in both English and other languages, collaborations with K-12, social service agencies, community-based organizations, etc. Indicate what, if any, activities are specific to a single program area rather than all program areas.

Example: All Innovation Programs will be advertised in: adult education course catalog, and public service announcements (PSAs) on both English and Spanish speaking radio stations.

Example: Flyers for the Parent Education Program will be placed in public health agencies and district elementary schools.

2. Describe the process for continuous program evaluation and improvement. Include program planning activities that address: ongoing needs assessment, student outcomes, and training and support activities for teachers, especially those that address teaching technology-based courses and interaction with students outside of a classroom-based setting.

Note: WIA, Title II requires that distance learning students be pretested and post-tested using the same guidelines. CASAS designed pretests and post-tests so that most students are able to complete a test in one hour or less. CASAS recommends assessing after approximately 70-100 hours of instruction with some exceptions. See [Assessment Policy Guidelines \(p. 7\)](#).

Section IV. Reimbursement and Accountability

NOTE: All courses must be approved by the California Department of Education as per California *Education Code Section 52515* and identified on this application by title and code number from the current Adult Education Course Approval Request. Students in this program must be regularly enrolled in order to be counted for apportionment.

A. Course Information

Course Code/Title:
Class Title:
Number of Classes (1):
Number of Sites:

B. Alternative Instructional Delivery Mode

(You must check at least one from each column; you may select all that apply.)

Technology used:

- Audio (CD, cassettes, podcasts)
- Video (DVD, VHS, streaming)
- Mobile phone
- T.V. Broadcast
- Commercial curriculum on stand-alone or local network (Plato, Rosetta Stone, etc)
- Commercial curriculum online (Plato, Rosetta Stone, etc)
- Commercial facilitated online course
- Locally-created facilitated online course
- Web sites
- Other

If other, describe:

Supplemental Instructional Materials:

- Experiential learning
- Realia
- Textbook
- Workbook
- Other

If other, describe:

C. Student-Teacher Contact

(You must check at least one from each column; you may select all that apply.)

Type of contact:

- Computer-based/chat
- Email
- Face-to-Face
- Live Broadcast
- Phone (voice)
- Phone (text)
- U.S. Mail
- Other:

If other, describe:

Frequency:

- Daily
- Weekly
- Bi-Weekly
- Other:

If other, describe:

D. Student Intake and Assessment

Identify the processes / procedures for student intake and assessment. (You must check at least one contact method for each process; you may select all that apply.)

	Face-to-face	Telephone/Voicemail	Computer-based	US Mail
Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Post Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOPSpro Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) Number of classes: One teacher and one TOPSpro Section Number = one class.

Section IV. Reimbursement and Accountability (continued)

Course Code/Title:

Class Title:

F. Alternative Reimbursement Formula

The alternative reimbursement formula is used to determine hours of apportionment based on student mastery of course objectives as reflected in the course outline.

Directions:

<p>Instructional Material: List the instructional materials by the published commercial title. If developed within the district, put "Dist. Dev." for district developed.</p>	
<p>Number of Units Indicate total number of units in course of study.</p>	
<p>Accountability Procedure: List number of student hours claimed for successful mastery of a unit of study. NRS Guidelines require hours to be tracked so that students can be posttested after the designated number of hours. See Assessment Policy Guidelines, p. 7.</p>	
<p>General Topics: List general topics of study such as Reading and Grammar, Safety, Child Development, etc.</p>	
<p>Evaluation of Student Progress: Choose the method by which student competency attainment will be assessed, in addition to standardized testing.</p>	
<p>Mastery: Minimum of 70% to 80% mastery recommended.</p>	
<p>Local Material Description: Please describe your supplemental or locally-developed materials. Include the following: (1) Commercial or teacher-developed; (2) If commercial, provide publisher, ISBN numbers, authors, Web site if applicable; (3) Length of material (number of pages, or examples of activities); (4) Method used to determine the number of attendance hours that should be assigned; (5) If your material is online, include the Web address; (6) Provide a name, email and phone number of the person to contact if the reviewers have questions about these materials.</p>	

Explanation of units or accountability:

Explain why recommended units and/or hours are not followed. If using supplemental materials, include the following: (1) Commercial or teacher-developed; (2) If commercial, provide publisher, ISBN numbers, authors, Web site if applicable; (3) Length of material (number of pages, or examples of activities); (4) Method used to determine the number of attendance hours that should be assigned; (5) If your material is online, include the Web address; (6) Provide a name, email, and phone number of the person to contact if the reviewers have questions about these materials.