



# STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Administrators of Adult Education Programs; Charter Schools;  
Regional Educational Service Centers; Public or Private Nonprofit Agencies,  
Organizations and Institutions; Community-Based Organizations;  
Postsecondary Educational Institutions; and Public Housing Authorities

FROM: Paul Flinter, Chief *Paul F. Flinter, Ph.D.*  
Bureau of Health/Nutrition, Family Services and Adult Education

SUBJECT: **REQUEST FOR PROPOSALS FOR 2008-2009 ADULT EDUCATION PROGRAM  
IMPROVEMENT PROJECTS**

DATE: March 27, 2008

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The State Department of Education is pleased to announce the 2008-2009 request for proposals (RFP) for the improvement of adult education programs. Through a competitive process, grants will be awarded for applications addressing the following priority areas: Workplace Education, Family Literacy Services, Transition to Postsecondary Education and Training Programs, Connecticut Adult Virtual High School, Nontraditional Adult Education Instruction and Services, Expansion of the National External Diploma Program, Preparing the 21<sup>st</sup> Century Workforce, English Literacy/Civics Education. The RFP is in response to Adult Education and Family Literacy Act. It links together the worlds of education and employment to build a comprehensive continuum of lifelong learning.

The anticipated publication date is March 28, 2008. The RFP will be available on the Department's website, [www.sde.ct.gov](http://www.sde.ct.gov) under the Division of Family and Student Support Services, Bureau of Health/Nutrition, Family Services and Adult Education. For questions you may call Susan Pierson at (860) 807-2121. A Bidders' Conference will be held on **April 4, 2008, 9:00 a.m. at the Four Points Sheraton Meriden located at 275 Research Parkway, Meriden, CT 06450, Telephone: 203-238-2380** to provide answers to questions regarding appropriateness of proposed projects and application procedures.

**Proposals may be mailed or delivered to:**

Susan Pierson  
Bureau of Health/ Nutrition, Family Services and Adult Education  
Connecticut State Department of Education  
25 Industrial Park Road  
Middletown, Connecticut 06457

Proposals (original and five copies), **IRRESPECTIVE OF POSTMARK DATE**, must be received by **5:00 p.m., on Friday, May 16, 2008**. Facsimile ("Faxed") copies of proposals/applications will not be accepted. **EXTENSIONS SHALL NOT BE GIVEN.**

We are pleased to make this grant program available and look forward to receiving your proposal.

25 Industrial Park Road • Middletown, Connecticut 06457

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## **Program Improvement Projects (PIP)**

### **Request for Proposals (2008-2009)**

#### **What is PIP?**

The PIP RFP is in response to Title II of the Workforce Investment Act. The RFP is designed to provide grants to eligible applicants to create partnerships to assist adults :

- to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;
- who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and
- complete a secondary school education.

#### **Eligible Applicants:**

Eligible applicants include: local educational agencies and charter schools; community-based and volunteer literacy organizations of “demonstrated effectiveness”; institutions of higher education; public or private nonprofit agencies; libraries; public housing authorities; faith-based organizations; other nonprofit institutions that have “the ability to provide literacy services to adults and families”; and consortium of such entities.

#### **Eligible Program Participants: (Priority must be given to)**

Programs must target individuals with multiple barriers to educational attainment including: criminal offenders; individuals with disabilities; single parents; and individuals with limited English proficiency.

#### **Funding:**

The State Department of Education will award grants to eligible applicants on a competitive basis. The Department anticipates approximately \$4.8 million to be allocated to this initiative based on a statewide distribution formula. Grants will be entertained for one (1) year funding period. Grant awards will be made subject to the receipt of federal funds.

#### **What types of programs may be funded?**

Funding parameters for the following priority areas are contained in the complete RFP:

- Preparing the 21<sup>st</sup> Century Workforce;
- Family Literacy Services;
- Transition to Postsecondary Education and Training Programs;
- Nontraditional Adult Education Instruction and Services;
- Workplace Education;
- Connecticut Adult Virtual High School;
- Expansion of the National Diploma Program; and
- English Language Acquisition/Civics Education

#### **How can I find out more information?**

A bidders' conference will be held on Friday, April 4, 2008 at the Four Points by Sheraton Meriden, 275 Research Parkway, Meriden, CT, 9:00 a.m. to 12:00 p.m. Directions may be obtained at <http://www.crec.org/cetes/atdn/directions/sheraton4pts.php>.

#### **How do I get a copy of the RFP?**

The 2008-2009 Program Improvement Projects Request for Proposals (RFP) will be available by March 28, 2008 and will be due May 16, 2008. You can obtain a copy of the RFP through the Department's website at [www.state.ct.us/sde](http://www.state.ct.us/sde) under the Division of Family and Support Services, Bureau of Health/Nutrition, Family Services and Adult Education. Please select a choice on the attached form.

Susan Pierson  
State Department of Education  
25 Industrial Park Road  
Middletown, Connecticut 06457

\* Phone: (860) 807-2121

\* Fax: (860) 807-2062

\* E-Mail: susan.pierson@ct.gov

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<b>Contact Person:</b>
<b>Title:</b>
<b>Agency:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Please check one:</b>
<input type="checkbox"/> Hard copy
<input type="checkbox"/> E-Mail: Address: _____

# **PROGRAM IMPROVEMENT PROJECTS**

## **BIDDERS' CONFERENCE**

**For FY 2008-2009 Request for Proposals**

**Four Points by Sheraton Meriden**

**275 Research Parkway**

**Meriden, CT**

**Telephone: 203- 238-2380**

**April 4, 2008**

**9:00 a.m. to 12:00 p.m.**

This meeting will provide potential bidders with an opportunity to raise questions regarding the Request for Proposals. Attendance at the Bidders' Conference is not mandatory but those attending should register. Please use the form below to register:

### **Return registration form to:**

Susan Pierson

Connecticut State Department of Education

Bureau of Health/Nutrition, Family Services and Adult Education

25 Industrial Park Road, Middletown, CT 06457

• **Phone:** 860/807-2121 • **Fax:** 860/807-2062

E-mail: [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov)

<b>Contact Person &amp; Title:</b> _____
<b>Agency:</b> _____
<b>Address:</b> _____
<b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____
<b>Phone:</b> _____ <b>Fax:</b> _____
<b>Number Attending:</b> _____ <b>E-mail:</b> _____

**Mail, fax or email your registration by March 31, 2008**

## PIP RFP PRIORITY AREAS

**PREPARING THE 21<sup>ST</sup> CENTURY WORKFORCE:** The purpose of Preparing the 21<sup>st</sup> Century Workforce priority area is to promote adult education students' self-sufficiency and ability to respond to the needs of a rapidly changing labor market and ensure that Connecticut has workers with the necessary skills, competencies and credentials to be productive in the 21st century workplace.

**WORKPLACE EDUCATION:** The customized Workplace Education priority area is designed to provide basic skills or secondary completion instruction, combined with the literacy skills required to perform specific jobs for the purpose of improving productivity of the workforce. The education supports job performance, job retention or career advancement. Worksite programs will serve individuals who are already employed but in need of educational skill development.

**FAMILY LITERACY SERVICES:** The Family Literacy Priority area provides family-centered educational services that assist parents in becoming full partners in the education of their children and assists children in reaching their full potential as learners. Programs integrate parent literacy training; age appropriate education for children; parenting training and interactive literacy activities between parents and children. Programs must include basic skills, ESL, or secondary completion instruction, combined with employability skills including interpersonal and problem-solving skills.

**TRANSITION TO POST-SECONDARY EDUCATION AND TRAINING PROGRAMS:** The purpose of the Transition to Post-Secondary Education and Training Program priority area is to broaden the opportunities for students in adult education by creating a bridge between adult education programs and post-secondary education and training. Program designs must provide adult education students with the requisite skills to successfully complete the post-secondary programs of their choice.

**ENGLISH LANGUAGE ACQUISITION/CIVICS EDUCATION:** English Language Acquisition and Civics Education for immigrants and other limited English proficient populations provides instruction that enables adult learners who are not fully fluent and literate in English to become competent in communicating in English. These programs are designed to encourage effective participation in education, in work and in the civic opportunities of this country so that these adults learn the skills necessary to meet their personal, vocational, academic, community and employment goals.

**CONNECTICUT ADULT VIRTUAL HIGH SCHOOL:** The purpose of the Connecticut Virtual High School is to improve the adult high school credit diploma program in Connecticut and to enhance the credentials of adult students by institutionalizing and expanding Connecticut's distance learning capabilities. The initiative will increase student participation, increase course offerings, establish a system for professional development and pilot a recommended model/structure.

**NONTRADITIONAL ADULT EDUCATION INSTRUCTION AND SERVICES:** The Nontraditional Adult Education Instruction and Services priority area is designed to promote quality and increase accessibility to adult education programs, this priority area will support providers who develop and implement nontraditional adult education programs that serve adults with multiple barriers to education, including, but not limited to, individuals with disabilities, individuals within a correctional institution, individuals residing in a half-way house or homeless shelter.

**EXPANSION OF THE NATIONAL EXTERNAL DIPLOMA PROGRAM:** The Expansion of the National External Diploma Program priority area is designed to increase the accessibility of the National External Diploma Program (NEDP) to an adult population in Connecticut that lacks a high school diploma. The NEDP provides a unique way for adults to earn a high school diploma. The NEDP program allows adults to demonstrate their high school level skills by applying their life experiences in real-life situations and awards a traditional high school diploma to adults who have acquired many of their high school level abilities through work, family, and community experiences.