

North Dakota Department of Public Instruction
Adult Education Program Application
July 1, 2016 – June 30, 2017

The 2016-2017 Adult Education program and grant applications are now available for completion and submittal. Please read the information below as the requirements have changed. Deadline for submission is **Friday, May 27, 2016**. Funding allocations for individual Adult Learning Centers is based upon the following factors: available federal and state funding; number of students served (prior 3 years); ALC site performance in prior year; and consideration of geographical service area.

Attached is the guidance for preparing the program application for PY 206-2017:

Part A	Face Page
Part B	Narratives: Adult Education, Summer, Satellite programs
Part C	Budgets: Adult Education, Displaced Homemaker, Summer, Satellite programs
Part D	Assurances
Appendices	ALC Calendars, Assessment Policy, Staff List, Program Services & Intensity, ELL and Career Pathways

**2015-2016 STUDENT DATA MUST BE ENTERED
INTO THE LACES SYSTEM PRIOR TO THE
STATE OFFICE RELEASING GRANT AWARDS FOR 2016-2017**

STEP A:

Access to the annual program application templates and forms are available at: <https://www.nd.gov/dpi/SchoolStaff/AdultEd> (on the right side panel scroll down to “Resources” to access each applicable grant section; save to a location on your computer for uploading to DPI).

STEP B:

When ready to submit/upload the completed sections, login to Adult Education Grants Management <https://secure.apps.nd.gov/DPI/AdultEdNet/Grant/Application.aspx>

1. Click on the “Application” tab and select the School Year (2016-2017), Project and Grantee.
2. Click the “Browse” button to select each file to upload. (The documents that you saved from STEP A)
3. Click the “Upload” button.
4. Repeat steps 1-3 for each document of your application (from STEP A)

If you need assistance or have questions, contact the Adult Education office.