

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
SUITE 500  
2100 CLARENDON BOULEVARD  
ARLINGTON, VIRGINIA 22201

NOTICE OF AWARD OF CONTRACT

TO:	DATE ISSUED:	<u>JULY 1, 2011</u>
ARLINGTON PUBLIC SCHOOLS	CURRENT NO:	<u>227-11</u>
ARLINGTON EDUCATION AND EMPLOYMENT PROGRAM	CONTRACT TITLE:	<u>DHS - TRAINING - ESL</u>
1601 WILSON BOULEVARD	PRIOR NO:	<u>341-10</u>
ARLINGTON, VA 22209		

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE  
VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective JULY 1, 2011 and expires on JUNE 30, 2012.

The contract documents consist of Agreement No. 275-09, and its Exhibits.

CONTRACT PRICING:

REFER TO AGREEMENT NO. 227-11.

ATTACHMENT:

AGREEMENT NO. 227-11

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<u>VENDOR CONTACT: JIM E. TOTTY</u>	<u>VENDOR TEL. NO.:</u>	<u>703-228-4200</u>
<u>TAX IDENTIFICATION NUMBER (EIN/SSN): 81477650</u>		
<u>COUNTY CONTACT: HOWARD FELDSTEIN</u>	<u>COUNTY TEL. NO.:</u>	<u>703-228-1436</u>

CONTRACT AUTHORIZATION

DISTRIBUTION

  
Ivette Gonzalez  
Procurement Officer

7/1/11  
DATE

BID FOLDER: 1

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
SUITE 500, 2100 CLARENDON BOULEVARD  
ARLINGTON, VA 22201

AGREEMENT NO. 227-11

THIS AGREEMENT is made on the date of execution by the County between Arlington County Schools, Arlington Education and Employment Program (Contractor) and the County Board of Arlington County, Virginia (County).

The County and the Contractor, for the consideration specified, agree as follows:

CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Exhibit A (Special Terms and Conditions), Exhibit B (Scope of Services) including Attachment A (ESL Proficiency Levels), and Appendix 1 (ESL Program Scholarship Guidelines and Procedures FY 2011-2012, Appendix 2 (Determining Tuition Rate), and Appendix 3 (Workplace Voucher Guidelines, Procedures, Forms, FY 2011-2012). Where the terms and provisions of this Agreement vary from the terms and provisions of the other Contract Documents, the terms and provisions of this Agreement shall prevail over the other Contract Documents.

The Contract Documents set forth the entire Agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to this Agreement which is not contained in the Contract Documents, and that all terms and conditions with respect to this Agreement are expressly contained herein.

SCOPE OF WORK

The Contractor agrees to perform the services described in the Contract Documents. The purpose of the work is to provide English-as-a-Second Language training to limited English speakers of Arlington County. It shall be the Contractor's responsibility to provide the specific services set forth in the Contract Documents and sufficient services to fulfill the purposes of the work. Nothing in the Contract Documents shall be construed to limit the Contractor's responsibility to manage the details and execution of its work.

PROJECT OFFICER

The performance of the Contractor required by this Agreement is subject to the review and approval of the County Project Officer, who shall be appointed by the Director of the Arlington County Department of Human Services or designee.

However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its work under this Agreement.

CONTRACT TERM

Work under this Agreement will commence on July 1, 2011 and will be completed no later than June 30, 2012(Contract Term), subject to any modifications as provided for in the Contract Documents. No work shall be deemed complete until it is accepted by the Project Officer.

CONTRACT AMOUNT

The County will pay the Contractor no more than \$809,488.00 conditioned upon the Project Officer's acceptance of the Contractor's completion of the work described and required in the Contract Documents, Exhibit B, subject to the terms and conditions in Exhibit A.

PAYMENT

Payment will be made monthly in accordance with the payment procedures described in Exhibit A and Exhibit B after receipt by the County Project Officer of a correct invoice for services which are reasonable and allocable to the Agreement and which have been performed to the satisfaction of the Project Officer. Each invoice shall include only amounts reasonable and allocable to the Agreement for services performed during the month for which the invoice is submitted.

ADDITIONAL SERVICES

No services other than those described in Exhibit B or which would make the total Contract Amount exceed \$809,488.00 are authorized under this Agreement unless the services are covered by a written Amendment to this Agreement signed by the County and the Contractor and a County Purchase Order is issued covering the expected cost of such services.

REIMBURSABLE EXPENSES

No reimbursable expenses are allowed under this Agreement. The lump sum Contract Amount includes all costs of providing the services described in this Agreement to the County.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of this contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an Equal Opportunity Employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals

with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.

e. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### ETHICS IN PUBLIC CONTRACTING

The Contract incorporates by reference Article 9 of the Arlington County, Virginia Purchasing Resolution, as well as any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia Conflicts of Interest Act, the Virginia Governmental Frauds Act, and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Virginia Code, as amended. The Contractor certifies that its offer is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with this solicitation, and that it has not conferred on any public employee having official responsibility for this solicitation any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

#### LIABILITY

Neither the Contractor nor the County will be held responsible for failure to perform the duties and responsibilities imposed by the Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the Contractor or the County, that make performance impossible or illegal, unless otherwise specified in the contract.

#### ASSIGNMENT

The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the County.

#### RELATION TO COUNTY

The Contractor will be legally considered as an independent contractor and neither the Contractor nor its employees will, under any circumstances, be considered servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its servants or agents. The County will not withhold payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, the County will not provide to the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the County for its employees.

#### ARLINGTON COUNTY PURCHASING RESOLUTION

The Contract is governed by the applicable provisions of the Arlington County Purchasing Resolution. The time limit for decision by the County Manager in the event of a contractual dispute, as that term is defined in the Purchasing Resolution, is fifteen days. Procedures for contractual disputes, appeals, and protests are available upon request from the Office of the Purchasing Agent.

#### PATENTS AND ROYALTIES

The Contractor covenants to save, defend, hold harmless, and indemnify the County, and all of its officers, departments, agencies, agents, and employees (collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, for or on account of any trademark, copyright, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the County. If the Contractor uses any design, device, or materials covered by letters patent or copyright, it is mutually agreed and understood without exception that the Contract price includes all royalties or costs arising from the use of such design, device, or materials in any way involved with the work.

#### CONFIDENTIALITY AND RETURN OF RECORDS

The Contractor agrees that all findings, memoranda, correspondence, documents or records of any type, whether written or oral, and all documents generated by the Contractor or its subcontractors as a result of the County's request for services under this contract, are confidential records (Records), and neither the Records nor their contents shall be released, nor their contents disclosed, to any person other than the Project Officer or designee. The Contractor agrees that all oral or written inquiries from any person or entity regarding the status of any Record generated as a result of the existence of this Contract shall be referred to the Project Officer or designee for response. At the County's request, the Contractor shall deliver all Records to the Project Officer, including "hard copies" of computer records, and at the County's request, shall destroy all computer records created as a result of the County's request for services under this contract.

The Contractor agrees to include the provisions of this section as part of any Contract or Agreement the Contractor enters into with subcontractors or other third parties for work related to work pursuant to this Agreement. No termination of this Agreement shall have the effect of rescinding, terminating or otherwise invalidating this section.

#### REPORT STANDARDS

Reports or written material prepared by the Contractor in response to the requirements of this Contract shall, unless otherwise provided for in the Contract, meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Project Officer, and shall be submitted for advance review and comment by the Project Officer. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with the Contract requirements shall be borne by the Contractor.

#### AUDIT

The Contractor agrees to retain all books, records and other documents related to this procurement for five (5) years after final payment, or until audited by the County, whichever is sooner. The County or its authorized agents shall have full access to and the right to examine any of the above documents during

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this period. If the Contractor wishes to destroy or dispose of records after the County's audit but within five (5) years after final payment, the Contractor shall notify the County at least thirty days prior to such disposal, and if the County objects, shall not dispose of the records.

#### ADJUSTMENTS FOR CHANGE IN SCOPE

The County may order changes in the work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor's services has been changed requiring adjustments to the amount of compensation due the Contractor unless such adjustments have been made by formal written Amendment to the Contract signed by the County and the Contractor. If the Contractor believes that any particular work is not within the scope of the project or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must immediately notify the Project Officer in writing of this belief. The Contractor will not be compensated for performing that particular work unless a written amendment has been signed by the County and the Contractor and a County purchase order is issued covering the cost of the services to be provided under the amendment. If the Project Officer believes that the work is within the scope of the Contract as written, the Contractor will be ordered to continue work.

#### NONAPPROPRIATION

All funds for payments by the County under this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County. In the event of nonappropriation of funds by the County Board of Arlington County for the goods or services provided under the Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability of the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuance of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County Board of Arlington County shall not be obligated under this Contract beyond the date of termination.

#### TERMINATION FOR DEFAULT

The contract will remain in force for the full period specified and until the County determines that all requirements and conditions have been satisfactorily met and the County has accepted the work, and thereafter until the Contractor has met all requirements and conditions relating to the work under the Contract Documents following the contract term, including warranty and guarantee periods. However, the County will have the right to terminate the contract sooner if the Contractor has failed to perform satisfactorily the work required, as determined by the County in its discretion. In the event the County decides to terminate the contract for failure to perform satisfactorily, the County will give the Contractor at least fifteen days written notice before the termination takes effect. Such fifteen day period will begin upon the mailing of notice by the County. If the Contractor fails to cure the default within the fifteen days specified in the notice and the contract is terminated for the Contractor's failure to provide satisfactory contract performance, the Contractor will be entitled to receive compensation

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for all contract services satisfactorily performed by the Contractor and allocable to the contract and accepted by the County prior to such termination. However, an amount equal to all additional costs required to be expended by the County to complete the work covered by the contract, including costs of delay in completing the project, shall be either subtracted from any amount due the Contractor or charged to the Contractor in the event the County terminates the Contract.

Except as otherwise directed, the Contractor shall stop work on the date of receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the work not terminated, and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

ARBITRATION

It is expressly agreed that nothing under the Contract shall be subject to arbitration, and any references to arbitration are expressly deleted from the Contract Documents.

PROJECT OFFICER

The performance of the Contractor required by this Agreement is subject to the review and approval of the County Project Officer, who shall be appointed by the Director of the Arlington County Department of Human Services or designee. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its work under this Agreement.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

ARLINGTON PUBLIC SCHOOLS

TAXPAYER ID NUMBER: 56-6001128

AUTHORIZED SIGNATURE: *Richard D. Warren, Jr.*  
PRINT NAME: RICHARD D. WARREN, JR.  
AND TITLE: for PURCHASING AGENT

AUTHORIZED SIGNATURE: *Jim E. Totty*  
PRINT NAME: JIM E. TOTTY, CPPO  
AND TITLE: DIRECTOR/PURCHASING AGENT

DATE: 6/30/11

DATE: 6/23/11

AGREEMENT 227-11

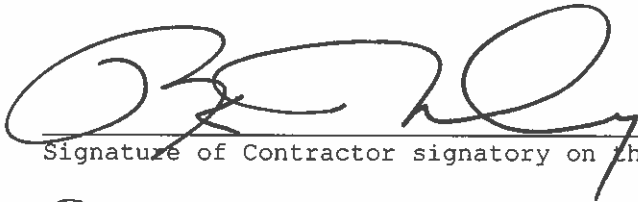
AUTHORIZATION SHEET

I, Patrick Murphy, Superintendent, Arlington Public Schools  
(Type name and Title of Contractor signatory on the cover page.)

authorize Suzanne Grant, Director - Arlington Education and Employment Program (REEP)  
(Type name and Title)

to sign modifications and closeout documents and monthly reimbursement for the

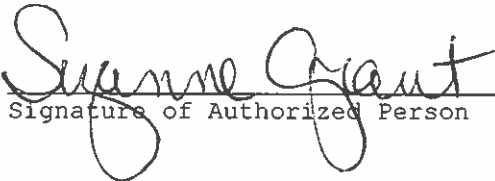
Arlington Public Schools - Arlington Education and Employment Program (REEP)  
(Name of Contractor)



Signature of Contractor signatory on the cover page

6-23-11

Date



Signature of Authorized Person

Date 6/21/11

Note: Authorized person must be a member of the Contractor's staff.



AGREEMENT NO. 227-11

EXHIBIT-A

SPECIAL TERMS AND CONDITIONS

ARTICLE-I

APPLICABLE REGULATIONS

The Contractor will comply with all applicable laws, regulations and policies.

ARTICLE-II

CONTRACT MODIFICATIONS

A written modification is required if the Contractor seeks to change performance standards or to alter the service or program delivery described in this Agreement. The Contractor will direct all written modification requests promptly to the Chief of the Arlington Employment Center. Any such modification shall be effective upon written signatures by both parties.

ARTICLE-III

COMPENSATION

- A. Total funds compensated shall not exceed the face value of this Agreement. The County shall reimburse the Contractor for the gross monthly expenditures incurred under this Agreement. Payment will be made monthly only for services which are reasonable and allocable to this Agreement. All compensation shall be based on monthly expenditure reports, which are to be submitted to the County within ten (10) working days of the last calendar day of each month.
- B. The County shall not be obligated to reimburse the Contractor for costs incurred either before or after the contract period.
- C. Any expenditure disallowance resulting from a County audit of this Agreement and concurred in by the County as directly attributable to actions (or lack thereof) by the Contractor, will be the responsibility of the Contractor; and any subsequent monthly invoice payment may be offset by the County in an amount equivalent to the accepted audit disallowance. Any disputes by the Contractor arising from this re-coupment or offset shall be resolved in accordance with the laws of Virginia.

- D. Requests for reallocations within the budget of 10% or more of the total contract amount must be submitted in writing for consideration at least 45 calendar days prior to the intended effective date.

#### **ARTICLE-IV**

##### **AUDITS AND RECORD RETENTION**

The Contractor shall maintain in an acceptable and accurate manner, all records of expenditures and receipts and other data used in accounting for fiscal and program affairs under this Agreement. The Contractor agrees that records pertinent to this Agreement shall be available for audit by the County or its designated representative. These records shall be available during normal business hours throughout the course of each audit arrangement. All records of expenditures and receipts and other data pertaining to this Agreement, shall be retained by the Contractor for not less than five (5) years from the date of final payment under this Agreement or final resolution of any outstanding audit findings still open at time of final payment.

#### **ARTICLE-V**

##### **PROGRAM INCOME**

Income generated from activities performed pursuant to this Agreement shall be reported to the County in a timely manner as program income. The County agrees that the Contractor may retain such program income provided the income is used to further program objectives. The Contractor agrees to report the expenditures of such income and understands that the continued reporting of any unexpended program income, after the full expenditure of all County funds allocated through this Agreement, may be requested by the County on a continuing basis until such program income is fully expended.

#### **ARTICLE-VI**

##### **ENROLLEE WORKING CONDITIONS**

The Contractor shall ensure that no participant will be required or permitted to work or to receive training or services in buildings or work areas where working conditions are unsanitary, hazardous or dangerous to the participant's health and safety.

**ARTICLE-VII**

**ELIGIBILITY PROCEDURES**

The Contractor agrees to adhere to the eligibility requirements and procedures established by the County for the purpose of enrolling participants into this program. (See Appendix-2: Eligibility Requirements and Determining Tuition Rate.) The Contractor will maintain program and client records on site which document service activities. These records will include attendance logs and reports, maintained by training site and class. Documentation to support scholarship eligibility will be maintained for each client, where applicable, and will utilize the guidelines provided in Appendix 1 to this Agreement.

**ARTICLE-VIII**

**PROPERTY**

- A. Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the budget. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the County.
- B. The ownership and control of all equipment, or nonexpendable personal property, acquired with funds provided herein shall remain vested in the County. Upon termination of this contract, the County, at its option, may take possession of the property, and keep or dispose of it in accordance with County regulations; or may, with compensation therefore, release the property to the Contractor for its own use.

**ARTICLE-IX**

**OTHER REPORTS**

The Contractor shall produce other reports as described below, which will be submitted by the end of the third full week following the end of the first three program quarters. The final summary report will be submitted no later than the end of the eighth week following the end of the fourth program quarter to allow for the inclusion of all program data noted and discussed in Section C, below. The Contractor agrees to provide any additional reports that the County may request by written notice to the Contractor, as grant administration necessitates.

A. Narrative Reports

The Contractor will submit narrative reports on a quarterly basis. These reports shall provide information on project activities and achievements; project impact; coordination and monitoring activities; and implementation and administrative problems.

B. Statistical Reports

A quarterly statistical report shall accompany the narrative report. Data on the following performance statistics shall be included for each quarter (with the exception of student satisfaction survey, which shall be reported annually):

1. Intensive and Non-intensive ESL Instruction

- a. Number of enrollments by Class Level and by number of slots filled/total slots;
- b. Number of unduplicated/repeat enrollments;
- c. Completion rates;
- d. Number of enrollments by training site;
- e. Number of enrollments by intensive tuition, scholarships and vouchers, specialty class, family literacy, workplace literacy, detention center, and non-intensive tuition;
- f. Number of enrollments by morning, afternoon, and evening classes;
- g. Number of voucher and workplace literacy enrollments by business and quarter; and
- h. Demographic statistics: sex, age, ethnicity, educational level, and employment status during training;

2. Volunteer ESL Component

- a. Number of training sites/Outreach Centers;
- b. Number of daily enrollments by training site;
- c. Number of volunteers used;
- d. Number of instructional hours/site;
- e. Number of volunteer hours.

C. Final Summary Report

A final summary evaluation of the program, including a statistical report, will be prepared and submitted according to requirements outlined by the County. This report will contain statistics through August 2012 for clients that enrolled in training during FY 2012 and terminated training in FY 2013 at satellite training centers, as appropriate.

D. Fiscal Reports

By the tenth (10) working day after the last calendar day of each month, the Contractor will submit a monthly fiscal report to the County, which will report all program expenditures by and program revenues available to the Contractor during the contract term. Expenditure reports will conform to the line-item budget format (see 4) and will be accompanied by an ESL account expense report with a copy of the applicable ESL Employer Fringe Benefits Report. The Contractor will also report all revenues available during the contract term, in three (3) categories: 1) tuition fees carried over from the previous contract period; 2) all tuition fees collected during this contract period, and 3) all fees collected under contracts with businesses. Delays and discrepancies in monthly fiscal reports may result in delayed payment to the Contractor.

**ARTICLE-X**

**PROGRAM MONITORING AND EVALUATION**

The County shall be granted reasonable access to the Contractor's staff, records and program participants for the purpose of program monitoring and evaluation. The County agrees to conduct these performance reviews in a manner considered less likely to disrupt the Contractor's established business schedule. The Contractor specifically agrees that "reasonable access" includes, but is not limited to, unscheduled and unannounced visitation by the County staff to the facilities and operations of the Contractor. If, in the opinion of the County, the manner of delivery or scope of services or other related program activities are not in compliance with the provisions of this Agreement, the Contractor will be so notified by the County in writing with applicable recommendations and schedule for follow-up action. If the Contractor fails to bring the program into compliance within the scheduled timeframe, the County may pursue action under the provision for termination.

**ARTICLE-XI**

**EXTENSION OF CONTRACT**

Upon written agreement by both parties prior to expiration of the contract, this contract may be extended by the Purchasing Agent for a period of up to twelve months, under the same terms and conditions as the original contract Agreement. Any approved extension will be contingent upon the availability of funds for program performance

EXHIBIT-B

SCOPE OF SERVICES

**I. GENERAL DESCRIPTION OF SERVICES**

The Contractor will provide a comprehensive, integrated and accessible English-as-a-Second Language (ESL) delivery system designed to meet the wide range of language learning, educational and employment needs of the Limited English Proficient (LEP) population of Arlington County. The ESL training curricula and services, agreed to by the County and the Contractor, will be consistent with client aptitudes, interests and educational needs. The program will be comprised of the following components: Intensive ESL; Non-Intensive ESL; Workplace Literacy, Family Literacy; and Outreach ESL. LEPs served by the Arlington Education and Employment Program (REEP) will be provided an opportunity to:

- A. Acquire the competencies and the English language needed for consumer use of goods and services, for home and family living, for work, and for personal needs;
- B. Acquire the language and pre-employment competencies needed for entry level employment and advancement;
- C. Acquire the ESL competency needed for admission to community college;
- D. Become aware of training, employment and self-employment opportunities and requirements;
- E. Become aware of resources and information available in the community and County;
- F. Acquire life skills competencies through self-contained daily ESL lessons, if an Outreach ESL student.
- G. Acquire language and literacy skills needed to function at work and for job advancement, if a workplace education participant.

**II. PERFORMANCE GOALS AND OBJECTIVES**

- A. Statistical Performance Goals by 6/30/12:
  - 1. Intensive and Non-intensive ESL Component - provide a total of 3795 class slots as follows:
    - a. Of the 3795 ESL class slots, provide 1015 scholarship and voucher slots in intensive ESL;
    - b. Of the 3795 ESL class slots, provide 400 slots in non-intensive ESL, workplace literacy, family literacy, detention, and or specialty classes.
    - c. Seventy percent of all clients enrolled will finish the intensive and non-intensive ESL courses(\*);
    - e. Seventy-five percent of all clients who finish intensive and non-intensive ESL courses will attain the

course competencies described in the Contractor's curriculum, as determined by tests included in the curriculum(\*);

- f. Fifty-five percent of all clients enrolled in intensive and non-intensive ESL courses will attain the course competencies stated in the Contractor's curriculum, as determined by tests included in the curriculum(\*); and
- g. Fifty percent of all workplace and family literacy will achieve the competencies necessary for their course.

\* These performance goals will not be fully measurable until the completion, in August 2012, of classes begun in FY 2012.

2. Volunteer ESL Classes

- a. Provide 300 - 350 weekly training slots in non-intensive, drop-in ESL and literacy instruction;
- b. Use 40 - 50 volunteers; and
- c. Operate 3 to 4 sites.

B. Facilitate Access to Important County and Community Information:

- 1. Conduct a minimum of one student information needs assessment during the contract year to determine student body information needs;
- 2. Conduct three (3) information presentations; and
- 3. Provide written information to students from at least five of the information priority areas identified above (Exhibit B, Section II.B.1).

C. Enhance the ESL Program with the ESL Learning Center System and increased use of technology:

- 1. Survey students to determine interests, needs and scheduling possibilities;
- 2. Offer "enrichment" to morning, afternoon, and evening classes at all intensive site locations by incorporating technology into the Intensive ESL curriculum;
- 3. Provide ongoing training to teachers in the use of computer aided instruction (CAI), the Internet, e-mail and other technology skills;
- 4. Write teacher training modules and other ESL materials that correspond to needs of the students as needed;
- 5. Make curriculum revisions as needed;
- 6. Purchase and upgrade equipment as necessary.

D. Enhancement of Program Performance Goals and Objectives:

When required by other grants received by the Contractor, the Contractor may identify project funds to be used as a match against the grant dollars awarded to the Contractor to further

the achievement of project goals and objectives.



III. STATEMENT OF WORK

A. ESL CURRICULA AND DESCRIPTIONS:

1. Intensive and Non-intensive ESL Curriculum

- a. Proficiency levels: The intensive and non-intensive ESL Curriculum consists of nine (9) proficiency levels. Levels 100-550 are offered quarterly (See Attachment A for a more detailed description of the levels)

100 (Low Beginning)  
150 (Beginning)  
200 (High Beginning Oral/Beginning Literacy)  
250 (High Beginning)  
300 (High Intermediate Oral/High Beginning Literacy)  
350 (Intermediate)  
400 (Advanced Oral Intermediate Literacy)  
450 (High Intermediate)  
500 (Low Advanced)  
550 (Advanced)  
650 (High Advanced)

- b. Placement, Tracking, and Movement through Levels  
Learners are placed into levels 100 - 550 based on both their oral and written proficiency in English. Differences in educational backgrounds and learning abilities are captured through the 00 and 50 sections. Upon initial placement into the program, a student with less than 6 years of education and weak written skills is more likely to place into a "00" level. A student with more than 6 years of education and stronger written skills is likely to place into a "50" level. A student who tests into a "50" level will be more likely to progress from one "50" level to the next throughout the program, i.e., the student may not ever take a "00" level and could complete the program in five(5)cycles of instruction, each consisting of between 120 and 180 hours per cycle.

- c. General Description of Curriculum:

The REEP Adult ESL Curriculum (2002) is used in both the Intensive and Non-intensive Programs. The curriculum has been revised and is available on REEP's website. It is a comprehensive system developed for programs teaching ESL to adult immigrants and refugees. These language learners provided input into the content of the curriculum, and on-going needs assessments are an integral part of the curriculum at all levels. The curriculum provides necessary instructional support to teachers but is designed to be flexible enough to allow for differences in the contexts and skill levels of particular classes.

Each of the **eleven (11)** ESL proficiency levels (100 - 650) consists of nine (9) to eleven (11) instructional units or topics. Through the first unit at all levels, teachers and students prioritize four (4) - five (5) units to be covered for a given cycle (120 - 180 hours of instruction).

Levels 100 - 250, level 350 and level 450 are organized by contexts/topics and use a competency-based approach with emphasis on an integration of language skill development. The focus is on the oral and written life skills needed by an individual to function in the world outside the classroom, and on the communication skills needed to master those life skills. Within the contexts/topics that a class chooses to cover, the life skills tasks to be accomplished drive the instruction and determine the appropriate language to be taught.

The 300 and 400 levels focuses on development of reading and writing skills.

Levels 500,550 and 650 focus on preparing learners to enter other educational programs, particularly colleges. The curriculum builds background knowledge covered in U.S. high schools and GED programs and develops sills that learners will need when they make the transition to higher level education, i.e., study skills, test-taking skills, writing skills and note-taking skills.

Intermediate and advanced ESL Theater and Conversation/Pronunciation courses are also offered two (2) days per week for additional or specialized instruction.

Curricula for the on-site, customized workplace literacy classes are based on the job functions and communication networks of a given workplace and employees. The focus is on problem-solving and the language necessary to carry out job tasks. REEP will use internally developed curricula for Hotel Housekeepers, Food and Beverage Workers, and Convenience Store Clerks, as well as a series of videos based on common examples of miscommunication in the workplace. The workplace curricula may be supplemented by The REEP Adult ESL Curriculum.

The REEP Family Literacy Curriculum is a component of the REEP Adult ESL Curriculum and focuses on the language skills and content knowledge that parents need in order to more fully participate in their child's education

## 2. Outreach ESL Classes

- a. Proficiency Levels: The Outreach ESL component offered through REEP's Outreach Centers will target beginning level learners. The levels will correspond to the beginning levels in the Intensive ESL curriculum (100 - 250/300).
- b. General Description: The Outreach ESL classes will follow a topical, life skills approach, using the Neighbor to Neighbor curriculum and other training resources. The curriculum was designed to meet the needs of volunteers teaching beginning level ESL adults. The goal of the Outreach ESL program is to help newcomers become integrated more quickly into their communities. The curriculum contains eight (8)

life skills modules: Personal Identification, Time/Calendar, Money and Banking, Shopping, Health, Housing, Transportation, Employment, and Communication.

3. Extended Literacy Instruction:

- a. Proficiency levels: The literacy classes target beginning level learners with low literacy skills. Six literacy levels are offered.
- b. General Description: The literacy classes use literacy lessons developed by REEP. The lessons sequentially teach, model, review, and apply specific reading and writing skills and learning strategies, including phonological processes, reading strategies, vocabulary, syntactic knowledge, and fluency.

B. PROGRAM PROCEDURES:

- 1. Outreach and Recruitment -- The Contractor's program will locate and identify members of the Limited English Speaking population who would benefit from literacy and ESL classes by:
  - a. Identifying community based agencies and community organizations serving the target population and soliciting their help;
  - b. Using the Volunteer Program Specialist and other staff to join community-based organizations and task forces that are concerned with LEPs;
  - c. Using the Arlington Public Schools (APS) Intake Center, located at the Education Center, to distribute fliers to parents of children in the ESL programs;
  - d. Posting notices in retail establishments and public places where target group members are most likely to go;
  - e. Using mass media, such as the Arlington County Schools and Recreation schedule of classes and ethnic radio stations;
  - h. Using the Arlington County Extension Service Bilingual Outreach Program to assist in identifying participants for Outreach ESL Classes; and,
  - i. Marketing workplace education services to businesses in Arlington that are likely to employ limited English speakers in need of ESL services.
  - j. Marketing workplace voucher opportunities for job seekers through the Arlington Employment Center as well as for employees of targeted businesses and organizations through the Arlington Public Schools, Arlington County Government, and members of the Chamber of Commerce Hotel Committee.

## 2. Intake and Testing

- a. Intensive and Non-intensive ESL Component  
Intake and testing are conducted on-site weekly beginning three (3) weeks prior to the beginning of each new intensive cycle; one week prior to the beginning of the cycle at non-intensive ESL, workplace, and family literacy locations; and weekly at the Arlington Detention Facility. Students are interviewed and given the "BEST" Oral Skills Test and the REEP Written Test. Students who are unable to do the written test are given REEP's A-track test.

- b. Outreach ESL Classes

Conducted on a daily basis at each Outreach Center site, Outreach ESL intake and testing consists of an informal oral assessment of each student's English ability. After assessment, students are integrated into class to begin study. Students whose performance on this assessment indicates a higher level than those offered will receive referrals to appropriate services.

- c. Extended Literacy Instruction

Participants needing supplemental literacy instruction are identified at the beginning of each semester by their ESL teacher and placed into one of six literacy level classes.

## 3. Scholarship Distribution

In the event that demand exceeds scholarships available, scholarships will be distributed through a lottery process. In the event of a lottery, the Contractor will give preference for the scholarship lottery to lower proficiency level students (See Appendix 1 for specific guidelines and procedures).

## 4. Voucher Distribution

Priority for intensive class vouchers will be to job seekers referred by the Arlington Employment Center as well as employees of Arlington Public Schools and Arlington County Government (See Appendix 3 for specific guidelines and procedures).

5. Fee Schedule --

FY 2012 tuition-based fees\* for Arlington County residents or employees of Arlington County businesses are as follows:

- a. \$235 for 12-week day sessions (180 hours/cycle);
- b. \$175 for 12-week evening sessions (120 hours/cycle).
- c. Workplace and other contract fees (payable by the employer/contractor) will vary depending on the length of course and the amount of curriculum development required;
- d. \$100 for 11-week non-intensive specialty classes (44 hours/cycle);
- e. \$50 for 10-week non-intensive English classes;

\* A \$35 non-refundable registration fee is included in the above rates for all services excluding Outreach Classes, workplace, and other contract classes.

Fees for classes developed with more or fewer hours of instruction will be calculated on the per hour rate for non-intensive classes (\$1.25 per hour).

5. Locations

- a. Intensive and Non-intensive ESL Components

The Contractor's Intensive ESL operation will be housed at the Clarendon Education Center, 2801 Clarendon Boulevard, Arlington, Virginia. Thomas Jefferson Middle School, located at 125 Old South Glebe Road will be available as a satellite center. In the event that enrollments cannot be accommodated at these centers, classes will also be held at nearby schools. Non-intensive classes will be held Thomas Jefferson Middle School, Columbia Grove Apartment Complex, the Arlington County Detention Facility, and other locations as needed.

- b. Outreach ESL Centers

There are currently four (4) community-based ESL instruction sites in Arlington County: Harvey Hall, Buckingham Village, Virginia Gardens, and Fairlington. These locations were determined to be in need of site-based ESL instruction by the County's Department of Human Services Community Outreach Program (DHS). As needed, REEP will reevaluate other possible sites in consultation with the DHS Office of Community Services.

- c. Extended Literacy Instruction

Literacy classes are provided at all class locations as needed.

## 6. Scheduling

### a. Intensive ESL Component

Twelve week day and evening classes will be offered at the Clarendon Education Center. Afternoon and evening classes will be offered at Thomas Jefferson Middle School. Additional satellite centers will be used when needed.

#### Clarendon:

Monday - Friday, 9:00 a.m. - 12:00 p.m.,  
180 hours of instruction, and

Monday - Thursday, 6:45 p.m. - 9:00 p.m.  
120 hours of instruction

#### Thomas Jefferson:

Monday - Friday, 4:30 p.m. - 6:20 p.m.  
120 hours of instruction, and

Monday - Thursday, 6:45 p.m. - 9:00 p.m.  
120 hours of instruction

Computers labs are available at all intensive locations.

Scheduling of ESL levels will be based on demand during enrollment. In order to maintain a modified open enrollment system, there will be alternate start and end dates for intensive sites. In this way, students will rarely have to wait more than six (6) weeks for class.

### b. Non-Intensive ESL

Scheduling of ESL levels will be based on demand during enrollment, and classes will be held at different times and locations, based on client need. Current locations and schedules are:

#### Thomas Jefferson:

Tuesdays and Thursdays, 7:00 p.m. - 9:00 p.m.,  
10 weeks, 40 hours of instruction.  
A computer lab will be available.

#### Columbia Grove:

Tuesdays and Thursdays, 6:30 p.m.-8:30 p.m.,  
12 weeks, 48 hours of instruction.

#### Arlington County Detention Center:

Monday - Thursday, 1:15 p.m.-2:45 p.m. and  
2:45 p.m.-4:15pm,  
12 weeks, 72 hours of instruction

c. Non-Intensive Specialty Classes

Non-intensive specialty classes (Conversation and Theater) will be scheduled at Clarendon 4 hours per week for 11 weeks. Days and times will be based on student need.

A computer lab will be available.

d. Workplace Literacy Classes

Days, times, and locations of non-intensive workplace literacy classes will be based on employer and student need.

e. Family Literacy Classes

Days, times, and locations of non-intensive family literacy classes will be based on employer and student need.

f. Outreach ESL Classes

The scheduling of Outreach ESL Classes is currently determined by the language learning needs and availability of the site/area residents, in addition to the availability of volunteer ESL instructors. Generally, classes may be held any day during the week from 7 a.m. to 9 p.m. As previously noted in Section III.B.5.b., above, the addition of future classes/hours will be determined by REEP through the use of community needs assessments.

g. Extended Literacy Classes

Days and times are determined by student need and availability.

7. Staffing -- The Contractor shall provide the following staff to provide services under this Agreement.
- a. Program Director;
  - b. ESL Lead Specialist;
  - c. 4 Bilingual Outreach Specialists/Site Support Staff;
  - d. Treasurer;
  - e. Hourly clerks, as needed;
  - f. Hourly and salaried teachers, as needed;
  - g. Instructional Technology Coordinator;
  - h. Volunteer Program Specialist;
  - k. Part-time coordinators, as needed
  - j. ESL Specialist (50%);
  - k. Hourly substitutes and intake testers, as needed.
  - l. Hourly computer lab assistants, as needed.

All hiring will be done in compliance with rules and regulations of the Department of Personnel, Arlington Public Schools. All of the staff will be experienced in working with limited English speakers.

8. Pre-Service and In-Service Training -- Pre-Service training will be provided to new teachers, particularly in the areas of lesson planning and evaluation. In-service training will be conducted on a regularly scheduled basis and will be provided via outside consultations, regional and international conferences and workshops, and in-house staff development activities. Teachers may also be assigned to work on special activities and curriculum development. Teachers' meetings will be held as needed. A cooperative approach to in-service education will be employed in this program. The main objectives will be to:
  - a. Identify instructional and other concerns related to students' changing needs and decide on strategies for dealing with them;
  - b. Develop an atmosphere of mutual support and professional pride;
  - c. Exchange and expand upon individual talents and resources;
  - d. Maintain familiarity with current trends in language instruction; and
  - e. Move successfully from theory to practice.

C. COMMUNITY OUTREACH AND STUDENT SUPPORT SERVICES:

These components will be closely related since it will be the responsibility of the Volunteer Program Specialist and the Workplace Education Coordinator to work with both community-based organizations and employers to solicit their support and develop linkages. In addition, the Volunteer Program Specialist will work with school and County agencies to coordinate and facilitate information flow to LEPs. The following outreach and support activities will be performed:

1. Link the Contractor's program to other departments in the County that have a need to make their services more relevant and accessible to LEPs. This will be done by providing these departments with an opportunity to present their services or distribute translated information about their services to LEPs;
2. Link the Contractor's program to community-based and civic organizations by joining these groups and attending meetings and task forces that are concerned with LEPs;
3. Recruit, train and supervise volunteers from community-based organizations and churches to work as tutors for low-level ESL students;
4. Provide coordinated central information and referral services for all inquiries related to LEPs;



5. Make information on the ESL program available to the local business community and solicit contracts for workplace services;
6. Facilitate the flow of vital County and community information to the Contractor's ESL clients.

AGREEMENT 227-11

APPENDIX 1

ESL Intensive Scholarships (S and FS)  
Guidelines and Procedures, Application Form, and Approval Letter  
FY 2011-2012

**I. General Principles:**

A. A limited number of scholarships will be available to eligible Arlington residents and parents with limited language proficiency for up to 3 cycles per applicant during a five year period. Non-Arlington residents and individuals with valid non-immigrant visa classifications are not eligible for scholarships. Priority for parent scholarships (FS) will be given to parents of Arlington Public Schools children.

B. In the event that the number of eligible scholarship applicants exceeds the number of scholarships available for a quarter, scholarships will be distributed on a lottery basis. The lottery will be weighted as follows: 70% of new scholarship distributions will be available to beginning levels (100-250), 20% to intermediate levels (300-450), and 10% to advanced levels (500-650). In the event that an applicant loses the lottery for a given cycle and maintains eligibility in the subsequent cycle, the applicant may reapply for a scholarship and be waived from the lottery.

C. The following groups automatically receive a scholarship and do not participate in the lottery provided that they maintain scholarship eligibility:

1. Current scholarship recipients in good standing for a 2nd or 3rd scholarship.
2. Scholarship applicants who lost the lottery in the previous cycle, registered as a tuition student for that cycle, and maintained scholarship eligibility.

**II. Specific Procedures:**

**A. Distribution**

Each site will have an annual allocation of scholarships provided from county, state, or federal funds. Quarterly distributions of scholarships will be made based on the balance of scholarships available after all repeat scholarships, and scholarship losers have been awarded. The balance will then be used to determine the number of scholarships to be awarded.

**B. Application for scholarship lottery**

**1. Currently enrolled new applicants**

Teachers will announce dates for scholarship orientations and general qualifications. New applicants attend a scholarship orientation and complete the scholarship application form (Form A) at the same time. In addition to continued residency in Arlington, currently enrolled applicants may not have had more than 5 absences during their current enrollment. Visa status information will be accepted by a signed self-attestation on Form A.

**2. New applicants who are not currently enrolled**

Information about scholarship orientations will be available at the first testing for applicants who inquire about financial assistance. New applicants attend a scholarship orientation and complete the scholarship application form (Form A) at the same time. Applicant must show proof of Arlington residency. Visa status information will be accepted by a signed self-attestation on Form A. In the event that the

number of eligible scholarship applicants exceeds the number of scholarships available for a quarter, completed applications will be placed in the lottery. Names will be drawn approximately 10 days prior to enrollment.

#### **C. Arlington Residency**

Proof of Arlington residency is required. One of the following documents must be presented: A valid driver's license, a DMV identification card, a lease or rental agreement, a bank statement, utility bill or correspondence from an official government agency. Third party documents will not be accepted as proof of residency for scholarship applications. (See Appendix 1a for valid proof of residency list). Documentation will consist of an intake worker's initials attesting to reviewing the documents.

Individuals who hold valid non-immigrant visa are not eligible for scholarships. Visa status is determined by self-attestation on the registration form prior to discussions of scholarship procedures. No documents will be reviewed.

#### **D. Reapplication**

Currently enrolled scholarship recipients will receive a repeat scholarship if they continue to reside in Arlington and have good attendance. Good attendance is determined as 5 or fewer absences during a cycle. Students with more than 5 absences may be excused for medical reasons. Proof of medical attention is required. These recipients may receive a second or third scholarship (based on availability) without need to participate again in a lottery drawing. Good standing and continued residence will be determined from attendance card and re-registration forms. No new application is required.

#### **E. The Lottery Drawing and Notification**

In the event that the number of eligible scholarship applicants exceeds the number of scholarships available for a quarter, scholarships will be distributed on a lottery basis. The lottery drawing will be conducted by REEP Office Staff **approximately 10 days** prior to enrollment at the site for which enrollment is scheduled. Students will be invited to be present at the lottery. Names will be announced immediately. Scholarship approval letters will be sent to new students. Scholarship approval letters will be distributed in class to students who are currently enrolled.

#### **F. Enrollment**

Students selected to receive scholarships must enroll during the early enrollment period and must pay a non-refundable \$35 testing/registration fee for class.

## ATTACHMENT A

### ESL PROFICIENCY LEVELS

- 100 (Low Beginning):** Learner has minimal oral and literacy skills, if any. A native English speaker accustomed to dealing with limited English proficient (LEP) speakers can rarely communicate with a person at this level, except through gestures.
- 150 (Beginning):** Learners can satisfy limited oral and literacy survival needs. A native speaker accustomed to dealing with LEP speakers will have difficulty communicating with a person at this level.
- 200 (High Beginning Oral/Beginning Literacy):** Learner can orally satisfy basic survival needs and very routine social demands, but has very limited literacy skills. A native speaker accustomed to dealing with LEP speakers will have some difficulty communicating with a person at this level.
- 250 (High Beginning):** Learner can satisfy some oral and written survival needs and very routine social demands. A native speaker accustomed to dealing with LEP speakers will have some difficulty communicating with a person at this level.
- 300 (High Intermediate Oral/High Beginning Literacy):** Learner can orally satisfy survival, social, and work demands, but has limited literacy skills. A native speaker not accustomed to dealing with LEP speakers will have some difficulty communicating with a person at this level.
- 350 (Intermediate):** Learner can satisfy most oral and literacy survival needs and some social and work demands. A native speaker accustomed to dealing with LEP speakers will be able to communicate with a person at this level on familiar topics with little difficulty and effort.
- 400 (High Intermediate to Advanced Oral (Low) Intermediate Literacy):** Can satisfy most oral survival, social and work demands; can satisfy most literacy survival needs, but has difficulty with social and work demands. A native speaker not used to dealing with LEP speakers will be able to communicate with a person at this level on familiar topics, but with some difficulty and effort.
- 450 (High Intermediate):** Learner can satisfy most oral and literacy survival needs and a majority of social and work demands. A native speaker not accustomed to dealing with LEP speakers will be able to communicate with a person at this level on familiar topics, but with some difficulty and effort.
- 500 (Low Advanced):** Learner has effective oral and literacy in survival and social situations as well as familiar work situations. A native speaker not accustomed to dealing with LEP speakers can communicate with a person at this level on familiar topics with ease.
- 550 (Advanced):** Learner has effective oral and literacy skills in survival and social situations as well as familiar work situations. A native speaker not accustomed to dealing with LEP speakers can communicate with a person at this level on most topics with ease.
- 650 (Advanced/Exit):** Learner has effective oral and literacy skills in

survival, social, familiar and unfamiliar work situations. A native speaker not accustomed to dealing with LEP speakers can communicate with a person at this level on any topic.

AGREEMENT 227-11

APPENDIX 1 - FORM A

SCHOLARSHIP APPLICATION FORM: ALL TYPES

Teacher's Name \_\_\_\_\_ Current Level \_\_\_\_\_ Site: \_\_\_\_\_

Name:		
First	Last	Middle
Address:		
Building #	Apartment #	Street
City, state & Zip code: _____		
Phone: _____		Cell Phone: _____

Do you have a valid A-N Visa? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you live in Arlington? Yes \_\_\_\_\_ No \_\_\_\_\_

When do you wish to study? \_\_\_\_\_ Morning \_\_\_\_\_ Noon \_\_\_\_\_ Evening

Child Last Name	Child First Name	Sex (M/F)	School	Grade

**IF YOU GET A SCHOLARSHIP**

1. You must attend class every day. You must arrive at class on time and stay until the end of class. If you miss more than 5 classes or are often late, you will not receive another scholarship. 2<sup>nd</sup> and 3<sup>rd</sup> scholarships depend on availability. No more than 3 scholarships will be given per student in a 5 year period)
2. Changes in class time can only be made for job reasons and if there is space available in the new class. You must submit a copy of a new work schedule or a letter from your employer to make a change.
3. You must take an English test at the beginning and end of each class session.

I understand all the requirements and agree to them if I get a scholarship. I certify that the information I provided is accurate and truthful.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Office Use only:  
 Proof of residency verified at registration. Yes \_\_\_\_\_ No \_\_\_\_\_ (Verification letters are not acceptable)  
 Proof that child attends an Arlington Public School (parent scholarships only) \_\_\_\_\_  
 Number of previous scholarships \_\_\_\_\_ (AB/EL/NA/S/LIT/P/FS/TRA/IM/KR/ACF)  
 Number of absences \_\_\_\_\_  
 Scholarship eligible Yes \_\_\_\_\_ No \_\_\_\_\_ Reason not eligible \_\_\_\_\_  
 Win lottery Yes \_\_\_\_\_ No \_\_\_\_\_ Type: S FS AB P NA LIT TRA EL OTHER:  
 \_\_\_\_\_ Information check by \_\_\_\_\_



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APPENDIX 1 - FORM B

SCHOLARSHIP APPROVAL LETTER (SAMPLE)

NAME: TYPE ENROLL:  
TERMDATE: TIME:  
TELEPHONE: STARTDATE: LEVEL:  
NEWLEVEL: NEWTYPE:  
TEACHER: SITE:  
SITE:

Please report for registration at THOMAS JEFFERSON SCHOOL. Bring this letter and a money order for \$35.00 on Thursday, July 29, 2010 at 5:30 pm.

THOMAS JEFFERSON SCHOOL  
November 5, 2010  
125 S.Old Glebe Rd.

CLASS INFORMATION  
August 16 -

DAYS: Monday, Tuesday, Wednesday, and Thursday. 6:45 pm - 9:00 pm

REQUIREMENTS FOR SCHOLARSHIP

STUDENTS:

1. You must attend class every day. You must arrive at class on time and stay until the end of class. If you miss more than 5 classes or are often late, you will not receive another scholarship.

2. Changes in class time can only be made for job reasons and if there is space available in the new class. You must submit a copy of a new work schedule or a letter from your employer.

\*\*Please note that 2nd and 3rd scholarships depend on availability. No more than 3 scholarships will be given per student.

Please call REEP at (703) 228-4200 if you have any questions.

AGREEMENT 227-11

APPENDIX 2 A

DETERMINING TUITION RATE

If a student has a non-Arlington address, the student pays non-Arlington tuition unless the student shows proof of working in Arlington.

If the student has proof of an Arlington address (see approved list below), the student pays Arlington tuition.

VALID PROOF OF ARLINGTON RESIDENCY LIST

Residency

- Driver's license or permit
- DMV Photo ID card
- Vehicle registration Card
- Voter Registration Card
- Bill (utility, credit card)
- Rental or lease agreement
- Letter from resident manager
- House contract
- Bank check
- Supermarket check cashing card (with address)
- Verification of child attending an Arlington School
- DHS ID
- Food Stamp Card
- Medicaid Card
- Social Worker's Letter

AGREEMENT 227-11

APPENDIX 3

**Voucher (V) Guidelines and Procedures, Voucher Renewal Form, Voucher Application Form (3a) FY 2011-2012**

**I. General Principles:**

- A. A limited number of vouchers for intensive classes will be available to limited English speaking adults for up to 3 cycles per applicant during a five year period.
- B. Up to 200 vouchers per year will be available.
- C. Priority for distribution of vouchers will be as follows:
  - 1. Job seekers referred by the Arlington Employment Center (AEC),
  - 2. Employees of the Arlington Public Schools and Arlington County Government, and

**II. Specific Procedures:**

**A. Distribution and Submission of New Vouchers**

1. Voucher application forms will be distributed to AEC job counselors, or CBO representatives, targeted employers, and targeted community based organizations (CBOs) at least two weeks prior to the first test date. The job counselors, employers, will identify potential voucher students, complete the job counselor/employer portion of the application form, and give it to the job seeker/ employee to bring to the first test date. Applicants will be given a return letter for early registration.

2. At the first test date, REEP intake staff will identify other eligible individuals, if applicable, and give them an application form to have completed and returned by the scholarship/voucher eligibility due date (attached). Once the completed voucher application is submitted, applicants will be given a return letter for early registration.

Applications cannot be distributed after the first test date, and all completed applications must be submitted by the scholarship/voucher eligibility date.

**B. Continuing Voucher Students:**

Up to 3 vouchers per individual are available during a five year period. To receive a 2<sup>nd</sup> and 3<sup>rd</sup> voucher, students need to maintain five (5) or fewer class absences and prove eligibility each cycle through the completion of a Voucher Renewal Form signed by the job counselor or employer.

At least two weeks prior to the scholarship/voucher eligibility date, Voucher Renewal Forms will be distributed to eligible students through their classroom teachers. The Renewal form must be returned to the office by the scholarship/voucher eligibility date.

**D. Returning Voucher Students:**

Voucher students who interrupt their studies for one cycle or more need to follow procedures described in A. for new voucher students.

APPENDIX 3  
Voucher Renewal Form

**REEP Voucher RENEWAL Form:**  
**Supervisors/Counselors:** Please complete this form and return it to employees/AEC clients who are eligible to receive another voucher. Vouchers cover 100% of tuition. A \$35 registration/testing fee is due on the registration day, payable by company check or money order. Up to 3 vouchers can be awarded per person in a 5 year period.  
**Students:** Please submit this completed form to the main REEP office by

Student's (Employee/AEC client) Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Teacher: \_\_\_\_\_ Level: \_\_\_\_\_ Time: \_\_\_\_\_ Voucher cycles completed: 1 2

School/Department/Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Counselor's Signature: \_\_\_\_\_

I certify that \_\_\_\_\_ is still an employee at  
(employee/student name)  
(name of business/school/organization)



# Intensive English for Adults

# Voucher Application Form

APPENDIX 3B: VOUCHER APPLICATION FORM Revised 5/27/2011

Supervisors/Counselors: Please complete the left side of this form and give it to interested employees/clients.

Supervisors/Counselors: Vouchers cover 100% of the tuition. A \$35 registration/testing fee is due at registration. Employee/Client must read the requirements and sign this voucher.

Voucher applicants with this form are eligible for a \$35 intensive class voucher (payable by company check or money order). Applicants must take a placement test on one of the testing dates listed on the back. Applicants should submit this form on the testing date. Payment is not due at testing.

For more information, call

**(703) 228-4200**

or visit

[www.apsva.us/reep](http://www.apsva.us/reep)

## Class Locations and Schedules

### Clarendon Education Center

2801 Clarendon Blvd., Suite 218  
Arlington VA, 22201

Class schedule:

9:00 a.m. – 12 p.m. (Monday-Friday) and

6:45 – 9:00 p.m. (Monday – Thursday)

Classes begin in July, September, January, and March.

### Thomas Jefferson Middle School

125 S. Old Glebe Rd.  
Arlington VA, 22204

Class schedule:

4:30 – 6:20 p.m. (Monday-Friday) and

6:45 – 9:00 p.m. (Monday – Thursday)

Classes begin in August, November, February, and May.

## PLEASE READ THESE REQUIREMENTS CAREFULLY!

1. You must arrive at class on time and stay until the end of class. If you miss more than 5 classes, are often late, or often leave class early, you will not receive another voucher. No more than 3 vouchers per student will be given in a 5 year period.
2. Changes in class time can only be made for job reasons and if there is space available in the new class. You must submit a copy of a new work schedule or a letter from your employer to make a change.
3. You must take an English test at the beginning and end of each class session.

## TO BE COMPLETED BY EMPLOYEE/CLIENT

I understand all the requirements presented above and agree to them if I get a voucher.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For office use only:  AEC  County  APS  CBO  County Subcontractor \_\_\_\_\_ name

Number of absences: \_\_\_\_\_ Voucher eligible  Yes  No Reason not eligible \_\_\_\_\_

Staff initials: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Employee/Client Name: \_\_\_\_\_

School/Department/Organization: \_\_\_\_\_

Supervisor/Counselor Name: \_\_\_\_\_

Supervisor/Counselor Phone: \_\_\_\_\_

Supervisor/Counselor Email: \_\_\_\_\_

Supervisor/Counselor Signature: \_\_\_\_\_

(if sent electronically, please initial)



Arlington Public Schools prohibit discrimination on the basis of race, religion, gender, sexual orientation, national origin, age, disability, pregnancy, or marital status.

# Intensive English for Adults

## CLARENDON EDUCATION CENTER

2801 Clarendon Blvd., Suite 218  
Arlington, VA 22201

### Schedule of classes:

9:00 a.m. – 12 p.m. (Monday-Friday)  
and 6:45 – 9 p.m. (Monday-Thursday)

Note: Voucher applications will ONLY be accepted on the following dates:

Voucher Applications and Placement Testing at 9 a.m. or 6 p.m.	Class Dates:
Tuesday, May 31, 2011	July 5 – September 23, 2011
Tuesday, September 6, 2011	Sept. 26 – Dec 16, 2011
Monday, November 28, 2011	January 3 – March 23, 2012
Monday, March 5, 2012	March 26 – June 15, 2012

For more information, call

**(703) 228-4200**

or visit

[www.apsva.us/reep](http://www.apsva.us/reep)

## THOMAS JEFFERSON MIDDLE SCHOOL

125 S. Old Glebe Rd.  
Arlington, VA 22204

### Schedule of Classes:

4:30 p.m. – 6:20 p.m. (Monday-Friday)

and 6:45 – 9:00 p.m. (Monday – Thursday)

Note: Voucher applications will ONLY be accepted on the following placement testing dates:

Voucher Applications and Placement Testing at 5 p.m.	Class Dates:
Monday, July 18, 2011	August 22 – Nov. 10, 2011
Monday, October 24, 2011	November 14 – Feb. 17, 2012
Monday, January 30, 2012	February 21 – May 11, 2012
Monday, April 23 - 2012	May 14 – August 3, 2012

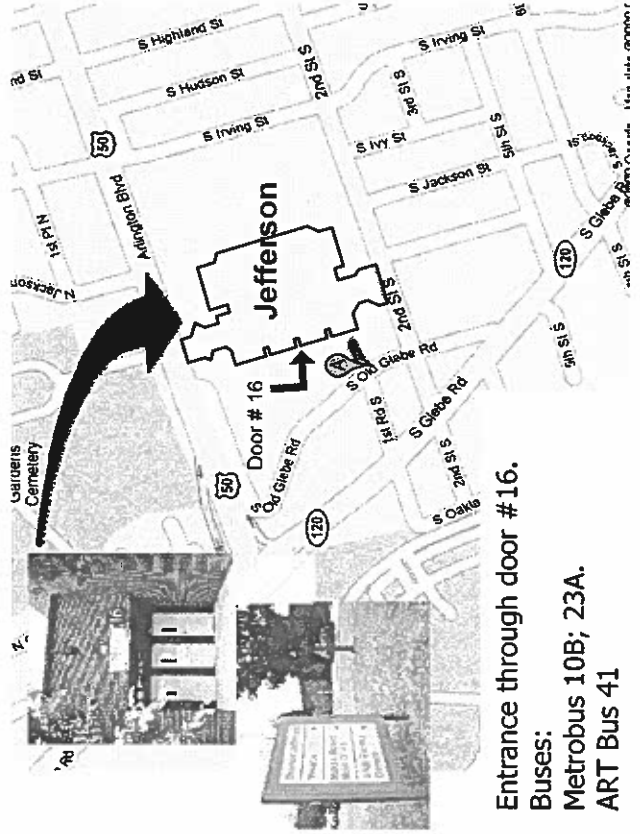


### Buses:

Metrobus: 38B; 24P-M

ART 41 from Ballston/Columbia Pike; ART 77 from Shirlington

The Clarendon Education Center is located 3 blocks from the Clarendon Metro Station on the Orange Line.



Entrance through door #16.

Buses:

Metrobus 10B; 23A.

ART Bus 41

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