



1. **Advocacy:** Program staff and students are encouraged to participate in ENB advocacy and organizing efforts.
2. **Assessment:** Program administers approved standardized tests to report learning gains. Median student pretest date is within 2 weeks of starting class. Program post-tests a minimum of 66% of learners.
3. **Class size:** Classes smaller than 12 students are reserved for very low level learners or specialized instruction.
4. **Continuous Improvement:** Emerging programs complete a self-assessment using ENB's Indicators of Program Quality and submit a comprehensive Program Development Plan after grant award notification and before starting services. Progress is reported biannually, and the plan is revised annually. All other programs submit an annual Continuous Improvement Goal connected to the Indicators of Program Quality, with objectives and specific benchmarks which can be expected to lead to improved student outcomes, and report progress biannually. The Continuous Improvement Goals of ESOL for Parents and Caregivers programs must directly relate to ESOL for Parents.
5. **Data Collection:** Program collects and reports demographic and outcome data biannually.
6. **Financial Reporting:** Program clearly reports expenditures of ENB funds, explaining deviations from planned budget.
7. **Funded component:** ENB funds support whole discrete class(es), not partial classes.
8. **Instructional intensity:** Classes meet no less than 5 hours weekly, with 30-48 weeks of instruction per year. A distance or hybrid class must have the expectation that students work on the class no fewer than 5 hours a week.
9. **Non-discrimination:** No person shall be excluded from participation in the program or denied employment in the administration of the program or in connection with the program, or be discriminated against because of race, color, religion, sex, sexual orientation, national origin, age, handicap, citizenship, political affiliation or belief.
10. **Professional Staff:** Staff positions funded by ENB are paid positions. The program has a person paid to carry out coordinating activities. The program pays at least 1 hour of prep time for each 2 hours of instruction for staff funded by ENB. Meeting time, professional development, and other required duties are paid.
11. **Program and Staff Development:** ENB-funded staff are expected to participate in program and staff development. Staff funded in an Expansion Grant are expected to participate in activities similar to the program's other teaching staff, or at least 12 hours of professional development per year. Programs funded with a Targeted ESOL grant

are expected to participate in cohort meetings and in ENB technical assistance. Emerging programs are expected to devote considerable time and resources to the implementation of their Program Development Plan.

12. **Referrals:** Programs which offer classes serving students above SPL 5 must prioritize enrollment of referrals from other ENB programs of students at SPL 5+, as long as the students being referred have attended classes at the referring program for 6+ months with 80% or higher attendance, have completed the highest class level at the referring program, and are otherwise qualified to attend the program being referred to.
13. **Religious and Political Activity:** No funds shall be used under this Agreement for religious worship, instruction, or other religious or anti-religious activity; or to promote or oppose any political candidates or parties.
14. **Service Delivery:** Program delivers all planned instructional hours, making up snow days or other cancellations.
15. **Site visits:** ENB will visit each funded program at least annually.
16. **Student Fees:** Classes and instructional materials in the ENB-funded component are free or low cost.