



**COLORADO**  
Department of Education

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# WIOA Title II - Adult Education and Family Literacy Act (AEFLA)

Pursuant to 29 USC 3321

Application TA Webinar - February 22, 2024

# Agenda

- Introduction
- Available Funds
- Application Key Elements
- Timeline
- Applying in GAINS
- Questions



# Team

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# Introduction



- As required by Title II of the Workforce Innovation and Opportunity Act (WIOA), the Colorado Department of Education’s (CDE) Office of Adult Education Initiatives (AEI) is conducting a competitive Request for Applications (RFA) process to award four years of funding to eligible providers.
- The purpose of the Adult Education and Family Literacy grant program (WIOA §202(a)(1)) is to create a partnership among the federal government, states, and localities to implement and enhance adult education and literacy activities, English language acquisition, corrections education, integrated English literacy and civics education, workplace literacy, and/or integrated education and training for eligible individuals.





# Eligible Applicants



Eligible applicants must have demonstrated effectiveness in providing adult education and literacy activities and may include (WIOA Sec. 203(5)):

- A local education agency (LEAs);
- Tribal organizations;
- A community-based organization or faith-based organization;
- A volunteer literacy organization;
- An institution of higher education;
- A public or private non-profit agency
  - A nonprofit institution not described otherwise, must have the ability to provide adult education and literacy activities to eligible individuals;
- A library;
- A public housing authority;
- A consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described above; and
- A partnership between an employer and an entity described above.
- Other





# Available Funds

- Approximately \$7.7M total will be available for the various services under AEFLA (WIOA § 222(a)(1)) in the fiscal year 2024-2025 (July 1, 2024 - June 30, 2025). Funding in the subsequent 4 years of the grant cycle is contingent on federal appropriations.
- Corrections Education: As allowable by WIOA § 222(a)(1), AEI will set aside 20% (roughly \$1.5 million) of the available AEFLA funds to provide adult education and literacy services in corrections or other institutionalized settings.
- IELCE: approximately \$1.1 million will be earmarked for Integrated English Literacy and Civics Education (IELCE) services for the 2024-2025 fiscal year (WIOA §243(a)).
- This distribution of CE and IELCE funds leaves approximately \$5.1 million general AEFLA funds available for awards through the competitive grant application process in the 2024-2025 fiscal year.



## Available Funds (continued)

- As outlined in WIOA §231(e)(1)(A), CDE must consider the degree to which the eligible provider would be responsive to regional needs as identified in the local plan under WIOA §108. Therefore, the \$5.1M general AEFLA grant awards will be distributed across Local Workforce Development Areas (LWDA) and Sub-Areas, excluding corrections education and IELCE funding, per the funding formula described in Appendix F in the RFA.
- Colorado has 10 LWDAs, one of which (the Rural Workforce Consortium) has an additional 10 subareas. Making up a total of 20 local regions available to provide services in and apply for funding.
- Applications in more than one LWDA may be submitted. If the total requested amount from applicants exceed the available funds for that area, AEI will attempt to award as many applicants within the same LWDA or sub-area as possible.
- All applicants must demonstrate a match fund of 35%.



# Application Key Elements



Part 1. Intent to Apply

Part 2. Demonstrated Effectiveness Application via CDE's GAINS site

Part 2.1 Demonstrated Effectiveness Request to Reconsider (as applicable)

Part 3. Submit a Narrative Application via CDE's GAINS site

Part 4. Local Workforce Development Board Review

Part 5. Reviewer Scoring

Part 6. Funding Decisions

Part 7. Appeal Processes (as applicable)



# Application Key Elements Parts 1 - 2



## Part 1. Interested applicants submit an [Intent to Apply](#)

- This will give applicants access to CDE's GAINS site. Completing the intent to apply does not obligate an entity to submit an application for funding.

## Part 2. Complete a Demonstrated Effectiveness Application via CDE's GAINS site

- This part of the application is scored based on the applicant's performance outcomes from prior years. Current AEFLA grantees will submit the data indicated in Appendix H. Non-current AEFLA grantees will use comparable data that is available to them.
- Applicants must score a minimum threshold of overall demonstrated effectiveness to move forward with part 3, the Narrative Application. The points threshold varies, increasing as the number of services the applicant applies for increases.
- Demonstrated Effectiveness applications will be scored on a rolling basis, so the sooner this part is submitted, the sooner the applicant will know if they are eligible to complete the Narrative Application.

### Part 2.1 [Request to Reconsider](#) (as applicable)

- If the applicant does not meet the minimum Demonstrated Effectiveness threshold to move on to part 3, they may submit a request for AEI to reconsider the score, based on additional data that was not included in the initial Demonstrated Effectiveness Application.



# Key Elements Part 3



## Part 3. Narrative Application via CDE's GAINS site

- Part 3A is a cover page
- Part 3B is a narrative application (sections A-M)
  - Narrative responses are required only for sections A - G
  - Sections H - L should only be answered if:
    - the applicant is applying to provide those services **and**
    - is eligible based on demonstrated effectiveness scores for each service type
  - Section M covers the AEFLA Program Assurances, which are available as external documents on the [Prospective Grantees website](#). They should **not** be signed or submitted with the application. Applicants should review the assurances to ensure they have capacity to meet outlined requirements. Assurances will be emailed for signatures after applicants are approved for funding.
- Part 3C is the AEFLA Budget Workbook
- Part 4D is the IELCE Budget Workbook
  - Copies of both budget worksheets are available on the [Prospective Grantees website](#) for planning purposes.





## Key Elements Part 5-7



- Reviews and Scoring: Applications will be scored by reviewers who are familiar with the operations of an AEFLA funded adult education program (and may include adult education professionals from other state's offices, individuals from other core WIOA program state offices in CO, and CDE staff outside of the AEI office).
- Funding Decisions: After applications are scored and reviewer funding recommendations are collected, the GPA and AEI Offices will distribute funding based on those scores and recommendations, attempting to fund as many applicants meeting minimum points thresholds as possible in each LWDA.
- Appeals processes are available for applicants who submit a narrative application once they have received their notice of award decision.
  - Any appeals will be submitted using the [2024-2028 AEFLA Grant Competition Appeals Request Form](#).
- Full details of the timeline in which appeals must be submitted and how to submit and proceed with an appeal can be found in Appendix C of the RFA.



# Timeline for submissions



Part 1: Submit an Intent to Apply by **Thursday, March 7, 2024**

- Intents to Apply are reviewed on a rolling basis. The sooner one is submitted, the sooner an applicant can access the Demonstrated Effectiveness application in GAINS.

Part 2: Complete a Demonstrated Effectiveness Application by **Thursday, March 14, 2024**

Part 2.1: Request to Reconsider (as applicable) by **Thursday, March 28, 2024**

Part 3: Submit a Narrative Application by **Wednesday, May 1, 2024** (contingent upon Demonstrated Effectiveness approval)

Part 4: LWDB reviews will occur by **Friday, May 10, 2024**

Part 5: Reviewer scoring will occur by **Wednesday, May 22, 2024**

Part 6: AEI anticipates releasing notices of funding decisions by **Monday, June 3, 2024**

Part 7: Applicants have 30 days after their notice of funding/award to request an appeal



# Resources and Technical Assistance



- All resources and materials related to the RFA can be found on the [Prospective Grantees website](#).
- Interested applicants should read through the materials thoroughly before applying for funds.
- An online grant Application FAQ is also available (and linked on that website)
  - [Submit questions about the grant application](#) to the AEI Office
  - [View responses to questions about the grant application](#) submitted to the AEI Office.





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# Adult Education and Family Literacy Act – Demonstrated Effectiveness Grant System Training





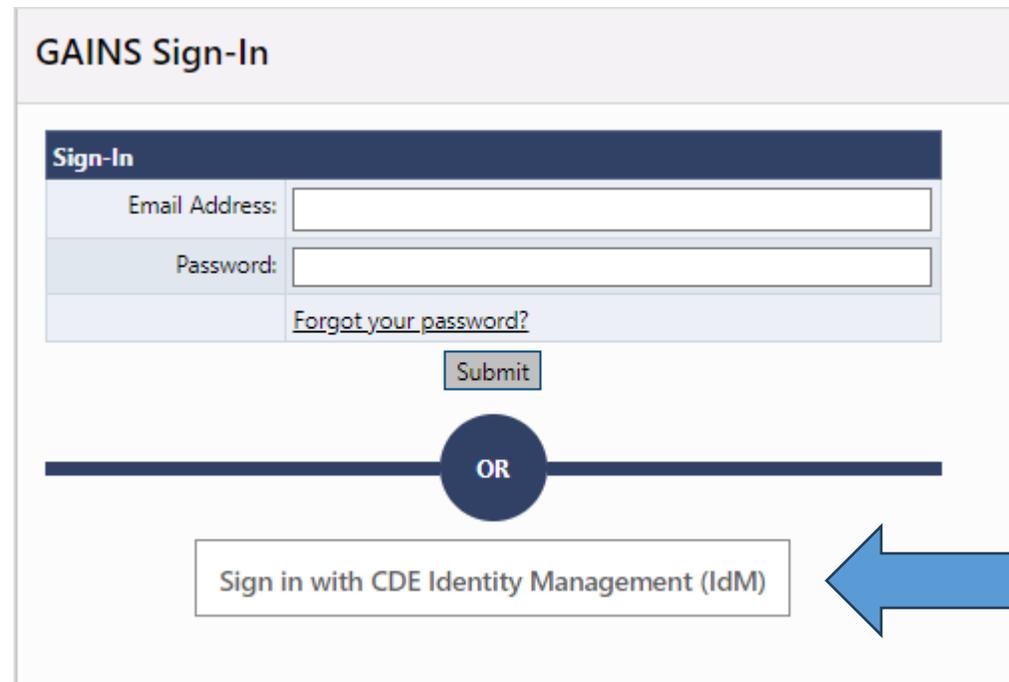
- How to access and login to GAINS
  - District and CBO/Library/IHE pathways
- How to Locate and Navigate through the AEFLA Demonstrated Effectiveness Application in GAINS
- Roles and Permissions in GAINS
- Demo – Live Application Walkthrough



AEFLA Demonstrated Effectiveness Applicants will complete their responses in CDE's new [Grant Administration Implementation and Navigation System \(GAINS\)](#).

- GAINS is a role-based system and users must have a role to apply for funding.
- For district access to GAINS, you will need to communicate with your Local Access Manager (LAM) to ensure you have the right roles and permissions for the application.
  - If you don't know who that is or if district LAM/User Access Admins have any trouble adding you as a user or assigning your role, please let us know either by emailing [GAINS@cde.state.co.us](mailto:GAINS@cde.state.co.us) or filling out a [Help Desk Ticket](#).
- For CBO/Library/IHE access to GAINS, CDE will use the information collected in the intent to apply form to provide your access. If you have any trouble, please let us know either by emailing [GAINS@cde.state.co.us](mailto:GAINS@cde.state.co.us) or filling out a [Help Desk Ticket](#).

- **Step 1 (IdM users\*)**: Find the login button on the top right of your screen. Login to the GAINS through the Identity Management System:



Please Note: CBOs/Libraries/IHEs WILL NOT log in through IdM

- **Step 1a\*\*:** The next page you will see is where you enter your Single Sign-on credentials. The username will be your full email and the password will align to other CDE logins (i.e. Consolidated Application)



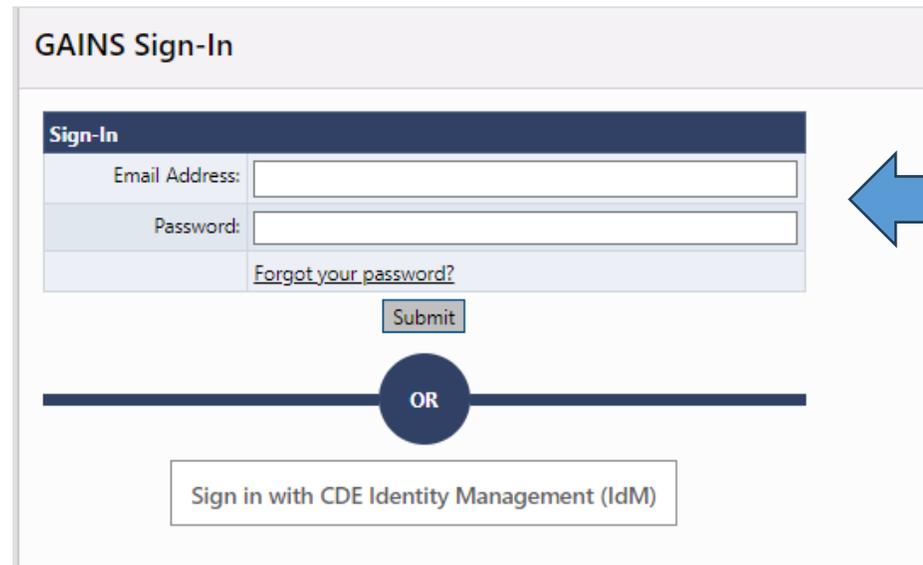
### If your IdM login doesn't work –

- Contact your district Local Access Manager (LAM) to make sure you have access to the Identity Management System (IdM).
- Try the [CDE IdM Password Reset](#)
- Submit a Help Desk Ticket in GAINS

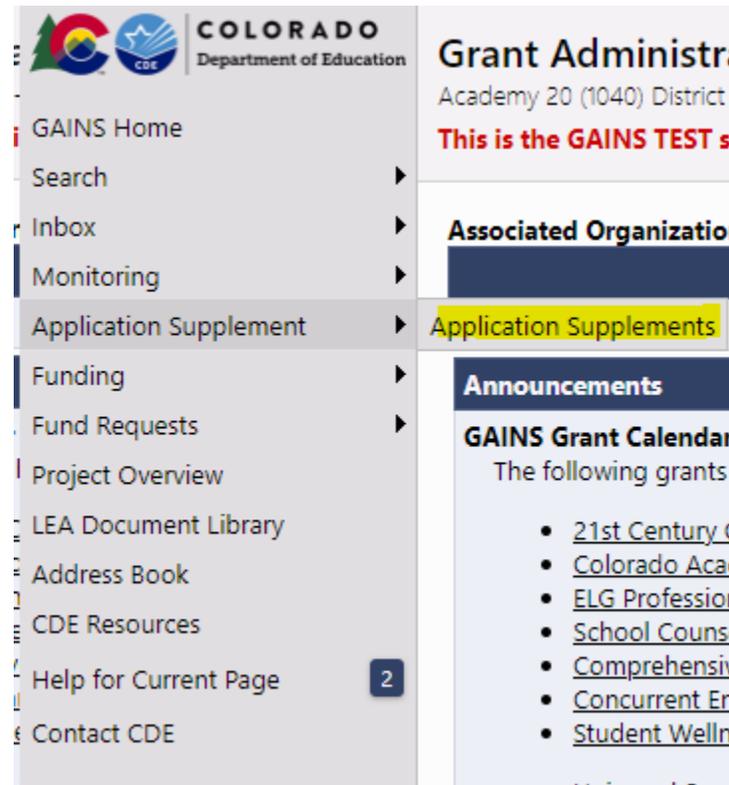
Please Note: CBOs/Libraries/IHEs WILL NOT log in through IdM

Before you can login, CDE will need to provide you with access to GAINS. Please fill out the [Intent to Apply Form](#).

- **Step 1 (CBO/Library/IHE Applicants):** Once CDE creates the user in GAINS, the applicant will be notified via email to create a password. Once the password is setup, CBO/Library/IHE applicants will access GAINS through the **native login**.



- **Step 2:** Hover over “Application Supplement” in the left navigation bar and select “Application Supplements.”



# Find the AEFLA Demonstrated Effectiveness Application



**Step 3a: Select 2025** from the dropdown list

-This is for year 2023-2025

**Step 3b: Select “AEFLA Demonstrated Effectiveness”**

**Application Supplements** AS **Session Timeout: 59:46** [\(Hide Timer\)](#)

Academy 20 (1040) District - FY 2025

**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Feb 21 2024 5:36AM.**

2025 Active

Application Supplement	Revision	Status	Status Date
<a href="#">AEFLA Demonstrated Effectiveness Application</a>	0	Not Started	2/21/2024
<a href="#">Computer Science Education Grant Report</a>	0	Not Started	2/21/2024





- **Step 4:** Once inside, be sure to change the application status to **“DRAFT STARTED”**

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**AEFLA Demonstrated Effectiveness Application Sections**  
Academy 20 (1040) District - FY 2025 - AEFLA Demonstrated Effectiveness Application - Rev 0  
**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Feb 21 2024 5:36AM.**

Status: **Not Started**  
Change Status To: **Draft Started**

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )
All
<b>History Log</b>
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<b>Cover Page</b>
<a href="#">Applicant Information</a>
<b>Demonstrated Effectiveness</b>
<a href="#">Demonstrated Effectiveness Question 1</a>
<a href="#">Demonstrated Effectiveness Question 2</a>
<a href="#">Demonstrated Effectiveness Question 3</a>
<a href="#">Demonstrated Effectiveness Question 4</a>
<a href="#">Demonstrated Effectiveness Question 5</a>
<a href="#">Demonstrated Effectiveness Question 6</a>
<b>CDE Review</b>
<a href="#">AEFLA Demonstrated Effectiveness Application Scoring Rubric</a>
All

**Please note:** Applicants will not be able to any answer application questions until the status is changed to **“Draft Started”**





## Because this is important and the #1 question we receive...

- The application will not be open to edit until you click on **“DRAFT STARTED”**
- After clicking a page will appear where you must confirm your selection.

***Note: Only certain roles can change the application status. You can hover over the "Draft Started" link to see roles in your organization with these permissions. More on roles later.***

**AEFLA Demonstrated Effectiveness Application Sections**  
Academy 20 (1040) District - FY 2025 - AEFLA Demonstrated Effectiveness Application - Rev 0  
**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Feb 21 2024 5:36AM.**

**Status:** Not Started

**Change Status To:** Draft Started 

[View Change Log](#)

# Application Navigation



## AEFLA Demonstrated Effectiveness Application Sections

Academy 20 (1040) District - FY 2025 - AEFLA Demonstrated Effectiveness Application - Rev 0

**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test**

Status: **Not Started**

Change Status To: [Draft Started](#)

[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

All
<input type="checkbox"/> <b>History Log</b>
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<input type="checkbox"/> <b>Cover Page</b>
<a href="#">Applicant Information</a>
<input type="checkbox"/> <b>Demonstrated Effectiveness</b>
<a href="#">Demonstrated Effectiveness Question 1</a>
<a href="#">Demonstrated Effectiveness Question 2</a>
<a href="#">Demonstrated Effectiveness Question 3</a>
<a href="#">Demonstrated Effectiveness Question 4</a>
<a href="#">Demonstrated Effectiveness Question 5</a>
<a href="#">Demonstrated Effectiveness Question 6</a>
<input type="checkbox"/> <b>CDE Review</b>
<a href="#">AEFLA Demonstrated Effectiveness Application Scoring Rubric</a>
All

The Sections Page is your AEFLA Demonstrated Effectiveness Application home page and main navigation center.

From here you can access a number of features related to your application. The following pages are required for submission:

- Applicant Information
- Demonstrated Effectiveness Question 1
- Demonstrated Effectiveness Question 2
- Demonstrated Effectiveness Question 3
- Demonstrated Effectiveness Question 4
- Demonstrated Effectiveness Question 5



# Navigating Basics – Sections Overview (cont.)



In addition to the Sections, you will have a Validation column which will let you know when a section has errors that would prevent you from submitting or warnings to check before submitting.



Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print ■ Select Items
All		<a href="#">Messages</a>	<a href="#">Print</a>
[-] History Log			<a href="#">Print</a>
	<a href="#">History Log</a>		<a href="#">Print</a>
	<a href="#">Create Comment</a>		
[-] Cover Page		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Applicant Information</a>	<a href="#">Messages</a>	<a href="#">Print</a>
[-] Demonstrated Effectiveness		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Demonstrated Effectiveness Question 1</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Demonstrated Effectiveness Question 2</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Demonstrated Effectiveness Question 3</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Demonstrated Effectiveness Question 4</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Demonstrated Effectiveness Question 5</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Demonstrated Effectiveness Question 6</a>		<a href="#">Print</a>
[-] CDE Review			
	<a href="#">AEFLA Demonstrated Effectiveness Application Scoring Rubric</a>		
All		<a href="#">Messages</a>	<a href="#">Print</a>

- There is also a scoring rubric that may be helpful for applicants.
- This is what the program team will be using to review your Demonstrated Effectiveness Application.
- Applicants will not need to do anything with this page as it is display only but a good tool to reference while completing the application.

## AEFLA Demonstrated Effectiveness Application Sections

Academy 20 (1040) District - FY 2025 - AEFLA Demonstrated Effectiveness Application - Rev 0

**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test**

Status: **Not Started**

Change Status To: [Draft Started](#)

[View Change Log](#)

### Description ( [View Sections Only](#) [View All Pages](#) )

All

**History Log**

[History Log](#)

[Create Comment](#)

**Cover Page**

[Applicant Information](#)

**Demonstrated Effectiveness**

[Demonstrated Effectiveness Question 1](#)

[Demonstrated Effectiveness Question 2](#)

[Demonstrated Effectiveness Question 3](#)

[Demonstrated Effectiveness Question 4](#)

[Demonstrated Effectiveness Question 5](#)

[Demonstrated Effectiveness Question 6](#)

**CDE Review**

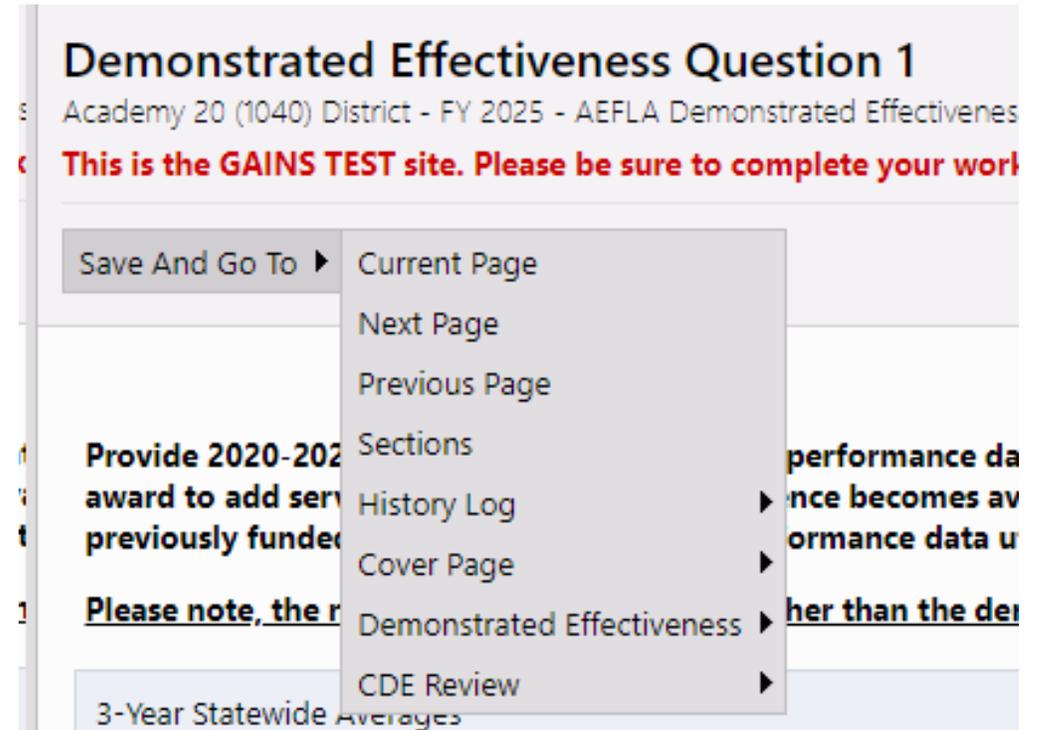
[AEFLA Demonstrated Effectiveness Application Scoring Rubric](#)

All





- For easiest navigation, **DO NOT USE** your browser's back/forward buttons; use GAINS menus and links to navigate.
- On section pages, use *"Save and Go To"* or *"Go To"* buttons:
  - Saves data on current page; moves to selected page.
  - Clicking on "Sections" here will take back to the Home Sections Page





- Application due on March 13, 2024
  - Application status must be changed to at least “Draft Completed” on March 13, 2024 to be considered for funding



- Applicants will have until March 15, 2024 to ensure the status is changed to "LEA Authorized Representative Approved"
  - Your application is considered fully submitted to CDE when Application Status is at "LEA Authorized Representative Approved"



# Roles and Permissions in GAINS

# Role Descriptions in GAINS



Roles	Access
<b>LEA Data View</b>	Has the authority view all organization content but no editing or status changes.
<b>LEA Fiscal Representative</b>	The Fiscal Representative is authorized to approve grants, complete and submit requests for funds, and will receive fiscal related communication regarding the application. Usually the Fiscal Manager, but other personnel can also have this role in your budgeting office.
<b>LEA Authorized Representative</b>	The Authorized Representative is the individual authorized to provide final LEA approval and submit the application to CDE on behalf of the LEA. This individual will receive the Grant Award Letter (GAL). Can be a superintendent and/or anyone else at the organization who has authority to approve an application.
<b>User Access Administrator</b>	Has the authority to manage LEA user roles. The district LAM(s) has this role by default, but it can be assigned to others in the organization. If not through the IdM, CDE has this role for those organizations.
<b>LEA All Funding Applications Update</b>	Has the authority to edit any funding application but cannot change statuses/approve. Could be a grant manager or grant writer.
<b>*NEW* LEA All Funding Applications Director</b>	Authorized to create and complete all grants eligible for the organization. Could be a grant manager or grant writer.
<b>LEA [Funding Application Name] Director</b>	Authorized to create and complete named grant. The specific person managing the grant if this is not a centralized role for your organization.
<b>LEA [Funding Application Name] Update</b>	Authorized to edit but cannot change statuses. Could be a school-based staff member who will need to assist in creating a grant application but would not have authority to submit on the organization's behalf.



- If you login and see a message that states *"User (your email) does not have any roles or has been deactivated..."*
  - Please contact your district LAM and let them know that you have signed into GAINS, and you need to have a role assigned to you based on the work you will do in the system. Your district LAM will search for you in GAINS and follow the steps given to assign your role. If they need assistance adding a role, have them contact us at [GAINS@cde.state.co.us](mailto:GAINS@cde.state.co.us)
  - If you are a CBO/Library/IHE, reach out to CDE to ensure we have assigned you to the appropriate role by submitting the Intent to Apply Form.



### Draft Started

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

### Draft Completed

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

### LEA Fiscal Representative Approved (or Returned)

- LEA Fiscal Representative
- LEA Authorized Representative

### LEA Authorized Representative Approved (or Returned)

- LEA Authorized Representative



## Draft Started

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

## Draft Completed

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

## LEA Fiscal Representative Approved (or Returned)

- LEA Fiscal Representative
- LEA Authorized Representative

## LEA Authorized Representative Approved (or Returned)

- LEA Authorized Representative

- Individual Charter Schools can complete their *own* application in either **LEA All Application Director** or LEA All Application Director Roles
- The LEA Authorized Representative and LEA Fiscal Representative (district or CSI) will receive notification through the system when they need to act to complete the submission workflow.
- Make sure you communicate the application deadline with your Authorizer.



# GAINS

Grants Administration  
Implementation & Navigation  
System

## GAINS Walkthrough

# Live Demo of Moving through the application in GAINS



## Office Hours for the System

- Every Tuesday from 12:30pm to 1:00 pm, hosted by CDE's GAINS Team - [Register for Office Hours!](#)

## One on One Support

- Please fill out the [Help Desk Ticket](#) for assistance!
- In addition, you can always reach out to Kim Burnham, at [burnham\\_k@cde.state.co.us](mailto:burnham_k@cde.state.co.us) or Michelle Prael at [prael\\_m@cde.state.co.us](mailto:prael_m@cde.state.co.us).

Please note: These support opportunities are specific to the system itself and not the programming. The GPA team will be unable to answer programmatic questions.





# GAINS

Grants Administration  
Implementation & Navigation  
System

## Questions?