



COLORADO
Department of Education

Funding Opportunity

Applications Due: Wednesday, February 1, 2017, by 11:59 p.m.

Application Information Webinar: Wednesday, November 30, 2016 9:00 a.m.

Letter of Intent Due: Friday, December 16, 2016 by 11:59 p.m.

Adult Education and Literacy Grant Program

Pursuant to: 22-10-104, C.R.S.

For Program Questions:

Jennifer Jirous-Rapp, Ph.D., State Programs and Pathways Manager
(303) 866-4812 | jjirous_j@cde.state.co.us

For Budget/Fiscal Questions:

Marti Rodriguez, Office of Grants Fiscal
(303) 866-6769 | Rodriguez_M@cde.state.co.us

For Application Questions:

Kim Burnham, Office of Competitive Grants and Awards
(303) 866-6916 | Burnham_K@cde.state.co.us

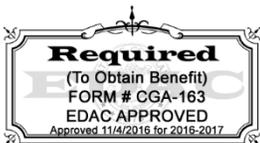


Table of Contents

Introduction	3
Purpose	3
Eligible Applicants	3
Priority.....	4
Local Workforce Development Area Distribution of Funds	4
Available Funds	5
Allowable Use of Funds.....	5
Duration of Grant	5
Evaluation and Reporting.....	5
Data Privacy.....	6
Technical Assistance	6
Review Process and Timeline	6
Submission Process and Deadline.....	7
Application Format.....	7
Required Elements	7
Part IA: Cover Page – Applicant Information.....	8
Part IB: Partnership Signature Page	10
Part IC: Program Assurances Form.....	11
Selection Criteria and Evaluation Rubric.....	13
Attachment A: Rules for Administration of Adult Education and Literacy Grant Program	16
Attachment B: Intent to Apply	18
Attachment C: Progress Report Questions.....	19
Attachment D: Examples of Allowable Use of Funds	20

Adult Education and Literacy Grant Program

Applications Due: Wednesday, February 1, 2017 by 11:59 p.m.

Introduction

Research indicates that increased educational and skills attainment is a proven pathway out of poverty. It is also known that post-secondary education and credential attainment are increasingly central to a person's ability to earn a family sustaining wage, participate more fully in Colorado's workforce and contribute to the state's economic health and vitality. Yet a significant percentage of the state's working age population lacks a high-school diploma or its equivalent; and many of these individuals do not have the basic literacy or numeracy skills to be prepared for participation in post-secondary education and the workforce. In order for Colorado to address these concerns and meet its workforce, educational attainment, and poverty-reduction goals, the state must support the critical role that adult education plays in Colorado's Talent Development system.

Purpose

The purpose of the Adult Workforce Partnerships grant program is to provide state funds for public and private nonprofit adult education and literacy programs who will serve as lead agencies and fiscal agents for Adult Workforce Partnerships. See Attachment A for the program rules.

Adult education and literacy programs are programs that provide:

- adult basic education,
- adult education leading to a high school equivalency credential,
- English as a Second language instruction, or
- integrated basic education and skills training.

Adult Workforce Partnerships consist of:

- adult education and literacy programs,
- post-secondary or skills training programs and
- workforce development programs.

The goal of these Adult Workforce Partnerships is to foster career pathways through which eligible adults can receive basic education in literacy and numeracy, skills acquisition, and/or postsecondary credential attainment to prepare them for employment.

The intent is that awarded funds will be used to build and/or strengthen family-centered partnerships that enable more low-income, low-literacy adults to:

- achieve economic self-sufficiency to support a family without public or private assistance
- develop skills and knowledge to become partners in the educational development of their children

Only applicants that specifically address this purpose will be considered for this funding opportunity.

Eligible Applicants

Local Education Providers that operate as an adult education program are eligible to apply for this funding opportunity.

Eligible Local Education Providers are:

- A secondary or postsecondary, public or private, nonprofit educational entity, including but not limited to a school district, charter school*, board of cooperative services (BOCES), state institution of higher education, junior college, and area vocational school;
- A community-based, nonprofit agency or organization;
- A library;

- A literacy council or other literacy institute;
- A business or business association that provides adult education and literacy programs either on- site or off-site;
- A volunteer literacy organization;
- A work force board**;
- A one-stop partner**; and
- A consortium of entities listed above.

Local Education Providers must be member of an Adult Workforce Development Partnership to be eligible for this grant. An Adult Workforce Development Partnership is a collaboration that assists adults in attaining basic literacy and numeracy skills leading to additional skill acquisition, postsecondary credentials, and employment. At a minimum, a Workforce Development Partnership must include:

- 1) A Local Education Provider;
- 2) At least one Postsecondary Education or Training Provider; and
- 3) At least one Adult Workforce Development Provider.

Note: Applicant program must be able to comply with the minimum requirements needed to access and use the state data collection system found on pages 8 and 9.

A Postsecondary Education or Training Provider includes, but is not limited to:

- A state institution of higher education, junior college, or area vocational school;
- An apprenticeship program;
- An entity that provides accelerated education and skills training certificate programs;
- An entity that operates programs through the manufacturing career pathway established by the State Board for Community Colleges and Occupational Education;
- A community-based workforce development program that is operated through the Colorado customized training program.

An Adult Workforce Development Provider includes, but is not limited to:

- A work force development program**; and
- A program that is supported by the state workforce development council.

* Individual charter school applicants must obtain signatures from their authorizing district or the Charter School Institute (CSI). If awarded a grant, the charter school’s authorizer or CSI will be the fiscal agent.

** See “Colorado Career Advancement Act,” Part 2 of Article 83 of title 8, C.R.S.

Priority

The CDE Adult Education Initiatives Office is seeking applications that focus on adult education and literacy services that prepare eligible individuals at all levels for success in postsecondary education and work through:

- Research-based program and instructional strategies that effectively prepare and support adult learners through utilization of career pathways for transitioning to college and career;
- Family-centered approaches and services; and
- Collaboration with service providers within the Colorado Talent Development System.

Local Workforce Development Area Distribution of Funds

The overall priority of the Adult Education and Literacy Grant Program is to ensure service to currently unserved or under-served areas of the state throughout the program. Geographic distribution in currently unserved or under-served areas of the state will be considered when distributing awards to applicants that meet each of the required criteria as outlined in the evaluation rubric.

Available Funds

This **application is being released, but is contingent upon enacting pending appropriations to the Adult Education and Literacy Grant Program for 2017-18 school year.** Please complete the Letter of Intent (see Attachment B) to be informed of updates on this program, including funding updates. Letters of Intent are due on **Friday, December 16, 2016.**

The anticipated level of funding available for the 2017-2018 school year is approximately \$850,000. CDE expects to award approximately 6-10 grants ranging from approximately \$80,000-\$120,000.

Allowable Use of Funds

A Local Education Provider may use funding from this grant on behalf of a student who is enrolled in or has completed the adult education and literacy program AND is receiving training from a postsecondary education or training provider or from a workforce development provider that participates in the workforce development partnership with the Local Education Provider.

To the extent practical, adult education providers and partners should focus use of these funds on programs that prepare individuals for training leading to occupations that have the potential to pay a self-sufficiency wage. Self-sufficiency* wages are defined as those that can realistically support a family without public or private assistance.

The first year of the Adult Workforce Development Partnership grant activities may include partnership planning activities, in addition to student and family services.

Funds from this opportunity received by Local Education Providers must be used to supplement and not supplant any federal, state, and local moneys currently being used to provide adult education and literacy programs.

Funds must be expended by June 30, 2018. There will be no carryover of funds. Unobligated funds at the end of the fiscal year will be returned to CDE.

* "The Self-Sufficiency Standard for Colorado 2011," a publication of the Colorado Center on Law and Policy, identifies self-sufficiency levels by county for families of various sizes, and may be used as a resource for counseling customers on training programs, as well as targeting resources towards job training for fields that pay self-sufficiency wages.

Duration of Grant

Grants will be awarded for a three-year period, beginning in the 2017-18 school year. Please note: **Each year of grant funding is contingent upon annual appropriations by the State Legislature. Funded applicants will be eligible for continued funding in the second and third years of the grant cycle after successfully demonstrating the following:**

- Submission of all required evaluation materials;
- Annual demonstration of adequate progress; and
- Completed budgets and funding amounts for years two and three following the first year.

Funded applicants for the 2017-2018 school year are not guaranteed any additional funding beyond the 2017-2018 year at this time.

Evaluation and Reporting

Each Local Education Provider that receives a grant through the Adult Education and Literacy Grant Program are required to report, at a minimum, the following information to the Department:

- Mid-year program reports on January 31, 2018; and

- Annual program reports on July 31, 2018.

This reporting will include:

- 1) The instructional programs and services for which the Adult Workforce Development Partnership used the grant.
- 2) The number and demographics of adult students who participated in each of the types of programs and services provided.
- 3) The educational progress made by participating students as measured by standardized tests and training completion.
- 4) The number of students who transitioned to postsecondary or skills training.
- 5) The number of students who received workforce services, including the number of students who entered and retained employment.
- 6) The number and types of partnerships and how they helped support adult learners and their families (see attachment C).

A Local Education Provider that receives a multi-year grant must annually submit to the office the necessary information to determine whether the Adult Workforce Partnership is making sufficient progress toward achieving the goals of the Adult Education and Literacy Act. Note: the data requested above will be collected through the state data collection system. Data collection system parameters can be found on pages 8 and 9.

CDE may also audit the records and accounts of grant recipients relating to grants awarded pursuant to this article. Members of the Adult Workforce Partnership must make the records and accounts applicable to this grant program available to CDE upon request.

Data Privacy

CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through Adult Education and Literacy Grant Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE's privacy and security policies and procedures.

Technical Assistance

An application training webinar will be held on **Wednesday, November 30, 2016 at 9:00 a.m.** Register for this technical assistance via Eventbrite at: <https://adulted2016.eventbrite.com>. If you have questions or issues regarding registration, please email CompetitiveGrants@cde.state.co.us.

If interested in applying for this opportunity, please submit the Letter of Intent by **Friday, December 16, 2016** via SurveyMonkey at: https://www.surveymonkey.com/r/adulted2016_loi. (See Attachment B)

For guidance on possible expenditures for adult education and literacy programs funded by this grant program, please refer to the **Examples of Allowable Use of Funds** in Attachment D.

Review Process and Timeline

This funding opportunity is a competitive process – applicants must score at least 50 points out of the possible 75 points to be approved for funding. Applications that score below 50 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting a proposal will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications will be notified and may reapply for future funding opportunities.

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of final award status no later than March 15, 2017.

Submission Process and Deadline

An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by **Wednesday, February 1, 2017 by 11:59 p.m.** The electronic version should include all required components of the application as one document. Please attach the electronic budget workbook in Excel format as a separate document. Faxes will not be accepted. Incomplete or late applications will not be considered.

If you do not receive an email confirmation of receipt of your application within 24 hours of the deadline, please email CompetitiveGrants@cde.state.co.us.

Application materials and budget are available for download on the CDE website at <http://www.cde.state.co.us/cdeadult/prospectivegrantees>.

Submit the electronic copy of the application and electronic budget to:

CompetitiveGrants@cde.state.co.us

By: **Wednesday, February 1, 2017 by 11:59 p.m.**

Application Format

- The total narrative (Sections A-D) of the application cannot exceed 10 pages. Please see below for the required elements of the application. Note: Applications that exceed 10 pages will not be reviewed.
- All pages must be standard letter size, 8-1/2" x 11" using 12-point font and single-spaced with 1-inch margins and numbered pages.
- The signature page must include original signatures of the lead organization/fiscal agent.

Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II (pages 13-15).

Part I: Application Introduction (not scored):

Part IA: Cover Page – Applicant Information

Part IB: Partnership Signature Page

Part IC: Program Assurances Form

Executive Summary

Table of Contents

Part II: Narrative:

Section A: Needs Assessment

Section B: Proposed Project Description

Section C: Evaluation and Reporting

Section D: Budget Narrative and Electronic Budget

Part III: Required Attachments:

Program Partners Letters of Support

(Not included in page limit but not to exceed five (5) additional pages)

Adult Education and Literacy Grant Program 2017-2018

Part IA: Cover Page – Applicant Information

Lead Local Education Provider (LEP) Information			
LEA Name:		LEA Code:	
Mailing Address:		DUNS #:	
Local Workforce Development Area(s) Intended to Serve <i>(select all that apply)</i>			
Visit https://www.colorado.gov/pacific/sites/default/files/MapLocal%20WorkforceAreas_32016.pdf for a map of the Local Workforce Development Areas.			
<input type="checkbox"/> Adams <input type="checkbox"/> Arapahoe/Douglas <input type="checkbox"/> Boulder <input type="checkbox"/> Denver <input type="checkbox"/> Larimer <input type="checkbox"/> Mesa <input type="checkbox"/> Pikes Peak/El Paso <input type="checkbox"/> Tri County <input type="checkbox"/> Weld			
Colorado Rural Workforce Consortium: Visit https://www.colorado.gov/pacific/crwc/local-workforce-investment-boards for a map of the Sub-Areas within the Colorado Rural Workforce Consortium.			
<input type="checkbox"/> Broomfield Sub-Area <input type="checkbox"/> Eastern Sub-Area <input type="checkbox"/> Northwest Sub-Area <input type="checkbox"/> Pueblo Sub-Area <input type="checkbox"/> Rural Resort Sub-Area <input type="checkbox"/> South Central Sub-Area <input type="checkbox"/> Southeast Sub-Area <input type="checkbox"/> Southwest Sub-Area Area <input type="checkbox"/> Upper Arkansas Sub-Area <input type="checkbox"/> Western Sub-Area			
Authorized Representative Information			
Name:		Title:	
Telephone:		E-mail:	
Signature:			
Program Contact Information			
Name:		Title:	
Telephone:		E-mail:	
Signature:			
Data Collection Contact Information			
Name:		Title:	
Telephone:		E-mail:	
Signature:			
Fiscal Manager Information			
Name:			
Telephone:		E-mail:	
Signature:			
Amount of Funding Requested:			
Data Collection			
Indicate whether applicant program will be able to comply with the minimum requirements needed to access and use the state data collection system:			
CPU: 1.0 GHz or greater	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Memory (RAM): 512 MB or greater							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hard disk space: 250 MB free							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Operating System: Windows 8, Windows Vista, Windows XP SP2, Windows Media Center Edition 2005, Windows 2000							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internet connection: Broadband such as DSL, CABLE, or Wireless (see below); T1 or better							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Browser: Internet Explorer 6.0 +, Google Chrome, or Firefox							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Software: Adobe Acrobat Reader and/or Microsoft Excel/Excel Reader is needed for reporting purposes							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indicate the number of students to be served in the following:								
Served in ABE:	Served in ASE:	Served in ESL:	Served in Postsecondary/ Skills:	Served in Workforces Activities:	Entered Employment:	Total (unduplicated) Number of Students Served:		
Funding Requested								
Year 1 (2017-2018)		Year 2 (2018-2019)		Year 3 (2019-2020)		Total Amount Requested		
\$		\$		\$		\$		

Note: If grant is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

Part IB: Partnership Signature Page

Provide contact information for each partner for the proposed program. Additional pages may be added.

Partner Information			
Agency Name:			
Mailing Address:			
Agency Type:	<input type="checkbox"/> Workforce	<input type="checkbox"/> Postsecondary/Training	<input type="checkbox"/> Adult Education
Director Information			
Name:			
Telephone:		E-mail:	
Signature:			

Partner Information			
Agency Name:			
Mailing Address:			
Agency Type:	<input type="checkbox"/> Workforce	<input type="checkbox"/> Postsecondary/Training	<input type="checkbox"/> Adult Education
Director Information			
Name:			
Telephone:		E-mail:	
Signature:			

Partner Information			
Agency Name:			
Mailing Address:			
Agency Type:	<input type="checkbox"/> Workforce	<input type="checkbox"/> Postsecondary/Training	<input type="checkbox"/> Adult Education
Director Information			
Name:			
Telephone:		E-mail:	
Signature:			

Partner Information			
Agency Name:			
Mailing Address:			
Agency Type:	<input type="checkbox"/> Workforce	<input type="checkbox"/> Postsecondary/Training	<input type="checkbox"/> Adult Education
Director Information			
Name:			
Telephone:		E-mail:	
Signature:			

Part IC: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the Adult Education and Literacy Grant Program, and the receipt of program funds.

On _____ (date), _____ 2017, _____ (applicant)
hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required on page 19 and in the Progress Report (Attachment C) of the Request for Proposal.
2. The grantee will work with and provide requested data to CDE for the Adult Education and Literacy Grant Program within the time frames specified, including but not limited to student assessment and data collection and reporting.
3. The grantee will place high priority on evidence-based practices aimed at meeting or exceeding performance goals.
4. The grantee will be able to comply with the minimum requirements needed to access and use the state data collection system found on page 8.
5. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
6. That funds will be used to supplement and not supplant services currently provided.
7. That funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
8. That if any findings of misuse of these funds are discovered, project funds will be returned to CDE.
9. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

The Colorado Department of Education may terminate a grant award upon thirty (30) days' notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the Colorado Department of Education before modifications are made to the expenditures. Please contact Marti Rodriguez (Rodriguez_M@cde.state.co.us | 303-866-6769) of CDE's Grants Fiscal Management for any modifications.

_____ Name of Adult Education Program Director, Agency	_____ Signature
_____ Name of Partner, Agency	_____ Signature
_____ Name of Partner, Agency (if applicable)	_____ Signature
_____ Name of Partner, Agency (if applicable)	_____ Signature
_____ Name of Partner, Agency (if applicable)	_____ Signature

Adult Education and Literacy Grant Program

Application Scoring (CDE Use Only)

Part I:	Application Introduction	No Points
Part II:	Narrative	
	Section A: Needs Assessment	/15
	Section B: Proposed Project Description	/35
	Section C: Evaluation and Reporting	/15
	Section D: Budget Narrative and Electronic Budget	/10
Part III:	Letters of Support	Submitted <input type="checkbox"/> Did not Submit <input type="checkbox"/>
		Total: _____ /75

GENERAL COMMENTS: Please indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

Strengths:

-
-

Weaknesses:

-
-

Required Changes:

-
-

RECOMMENDATION: Funded _____ Funded with Changes _____ Not Funded _____

Selection Criteria and Evaluation Rubric

Part I: Application Introduction (No Points)

- **Cover Page and Assurances:** Complete applicant information, partner information, and program assurances and include as the first pages of the application.
- **Executive Summary:** Provide a brief description (no more than one page) of the applicant’s program to be funded by the Adult Education and Literacy Grant Program. This summary does not count toward the 10-page narrative page limit.
- **Table of Contents:** Please provide a table of contents after the Executive Summary. This does not count toward the 10-page limit for the narrative.

Part II: Narrative (75 Points)

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 50 points out of the 75 possible points and all required elements must be addressed. An application that receives a score of 0 on any required elements will not be funded.

For those applicants that have previously received funding from the Adult Education and Literacy Grant Program, the expectation is that the narrative will include references to that award, where applicable. For example, discuss how the funds contributed to the program and what still needs to be accomplished. In particular, applicants should demonstrate ongoing and improved capacity in the program and a well-developed plan for sustainability.

Part III: Partner Letters of Support (No Points)

Letters of Support from partners are not included in the 10-page limit for the narrative, but are not to exceed five additional pages.

Section A: Needs Assessment	Not Addressed or Met No Criteria <i>(information not provided)</i>	Met One Criterion <i>(requires additional clarification)</i>	Met All Criteria <i>(concise and thoroughly developed, high quality response)</i>
Applicants should demonstrate: <ul style="list-style-type: none"> • Clear connections between needs of the population, employment opportunities, and other service providers. • Strong justification for projected goals of project. 			
1) Provide detailed information on the following demographics of the population of the region: <ul style="list-style-type: none"> • Ethnic minorities; • Individuals who do not have a high school diploma or equivalency and are not enrolled in an Adult Education program; and • Individuals who are on public assistance. 	0	3	5
2) Provide detailed information on the local job market including sector partnerships activity, major local industries or employers, industries with the highest employment demand, average wage, and unemployment statistics.	0	3	5
3) Provide information on the number of other Local Educational Providers, post-secondary and training providers, workforce training providers, and other support service providers in the region (including those that provide transportation, child care, and other family-centered support).	0	3	5
Reviewer Comments:			
			Total: /15

Section B: Proposed Project Description	Not Addressed or Met No Criteria <i>(information not provided)</i>	Met One Criterion <i>(requires additional clarification)</i>	Met All Criteria <i>(concise and thoroughly developed, high quality response)</i>
1) Communicate the applicant’s and partners’ success in enabling adults to attain basic literacy and numeracy skills, in attaining postsecondary education or training and in attaining employment.	0	3	5
2) Provide a thorough and concise description of the instructional program that the applicant plans to implement using grant funds and how it connects to a career pathway.	0	3	5
3) Provide a concise description of the planned workforce partnership, including services and responsibilities of each of the partners. <i>Attach letters of support from partners following the application narrative (not included in the page limit, but limited to no more than 5 pages).</i>	0	3	5
4) Provide a thorough and concise description of the professional development program that the applicant plans to implement for partnership members to assist adult students achieve their educational and career goals.	0	3	5
5) Provide a description of how the program and/or partners will provide family-centered support services to the adult learners (including barriers such as transportation, child care, and financial assistance for education and training).	0	3	5
6) Provide a sustainability plan for the proposed program beyond the expected grant funding cycle.	0	3	5
7) Provide a clearly detailed timeline for implementation. Timeline identifies major implementation activities, interim benchmarks, the date by which they will be accomplished, and the person(s) responsible.	0	3	5
Reviewer Comments:			
			Total: /35

Section C: Evaluation and Reporting	Not Addressed or Met No Criteria <i>(information not provided)</i>	Met One Criterion <i>(requires additional clarification)</i>	Met All Criteria <i>(concise and thoroughly developed, high quality response)</i>
Applicants should demonstrate: <ul style="list-style-type: none"> Partnership has ability to collect required demographic, educational, and program data; and Program director takes responsibility for accurate data and program collection and reporting. 			

1) Describe the evaluation process and tools to track progress on measurable student outcomes that the applicant expects to achieve as a result of implementing the proposed program including: a. The instructional programs and services for which the Local Education Provider will use the grant; b. The number of adult students who will participate in each of the types of programs and services provided; c. The educational gains expected by participating students as measured by standardized tests and training completion; d. The number of students who will be transitioned from basic education services to postsecondary or skills training; and e. The number of students who will receive workforce services, including the number of students who enter and retain employment. Include frequency of collection and who will be designated to coordinate data tracking and analysis.	0	3	5
2) Provide a thorough but concise description of how the applicant intends to use a continuous improvement process to evaluate the expected goals of the proposed program.	0	3	5
3) Describe the process to evaluate and respond to the effectiveness of the partnership.	0	3	5
Reviewer Comments:			
Total:			/15

Section D: Budget Narrative and Electronic Budget	Not Addressed or Met No Criteria <i>(information not provided)</i>	Met One Criterion <i>(requires additional clarification)</i>	Met All Criteria <i>(concise and thoroughly developed, high quality response)</i>
<i>(Electronic Budget Form does not count toward page limit; Budget Narrative included in the 10-page limit)</i>			
1) Complete and attach the Budget Spreadsheet (Excel file) . List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope and sustainability of project activities and demonstrate how funds will be used for supplementary services. Item Description Example: .X FTE for [role or title] at \$xxxxx per [hour or month or year] times [x per hours or months or year]	0	3	5
2) In addition to submitting the electronic budget, include a Budget Narrative <i>(included in the 10-page limit)</i> in a narrative format that addresses the following criteria: <ul style="list-style-type: none"> Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Proposed Project Description (Section B). Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds. 	0	3	5
Reviewer Comments:			
Total:			/10

Attachment A: Rules for Administration of Adult Education and Literacy Grant Program

0.0 Statement of Basis and Purpose

These rules are promulgated pursuant to Colorado Revised Statutes article 10 of title 22. Article 10 of Title 22 authorizes the Colorado Department of Education to provide state funding for workforce development partnerships through which eligible adults receive basic education in literacy and numeracy that leads to additional skills acquisition, postsecondary credential attainment, and employment.

1.0 Definitions

- 1.01 "Adult education and literacy programs" means programs that provide adult basic education, adult education leading to a high school equivalency credential, English as a Second language instruction, or integrated basic education and skills training.
- 1.02 "Department" means the Department of Education created and existing pursuant to Section 24-1-115, C.R.S.
- 1.03 "Eligible adult" means a person who:
- 1.03.1 Is at least 17 years of age;
 - 1.03.2 Is not enrolled in a public or private secondary school; and
 - 1.03.3 (I) Lacks a high school diploma or its equivalency; or
(II) Is in need of English language instruction; or
(III) Lacks sufficient mastery of the basic literacy and numeracy skills necessary to enable the person to function effectively in the workplace.
- 1.04 "English language instruction" means instruction that is designed to assist a person with limited English proficiency to achieve competence in the English language, thus allowing the person to understand and navigate governmental, educational, and workplace systems.
- 1.05 "Grant program" means the Adult Education and Literacy Grant Program created in Section 22-10-104.
- 1.06 "Literacy" means a person's ability to read, write, and speak English at levels of proficiency that are necessary to function on the job and in society, achieve the person's goals, and develop the person's knowledge and potential.
- 1.07 "Local Educational Provider" means one of the following entities that the Department recognizes as providing appropriate and effective adult education and literacy programs.
- 1.07.1 A secondary or postsecondary, public or private, nonprofit educational entity, including but not limited to a school district, charter school, board of cooperative services, state institution of higher education, junior college, and area vocational school;
 - 1.07.2 A community-based, nonprofit agency or organization;
 - 1.07.3 A library;
 - 1.07.4 A literacy council or other literacy institute;
 - 1.07.5 A business or business association that provides adult education and literacy programs either on- site or off-site;
 - 1.07.6 A volunteer literacy organization;
 - 1.07.7 A work force board, as defined in Section 8-83-203, C.R.S., that oversees a work force investment program described in the "Colorado Work Force Investment Act," Part 2 of Article 83 of title 8, C.R.S.
 - 1.07.8 A one-stop partner, as described in section 8-83-216, C.R.S., under the "Colorado Work Force Investment Act," Part 2 of Article 83 of Title 8, C.R.S.; or
 - 1.07.9 A consortia of entities described in this subsection.
- 1.08 "Numeracy" means a person's ability to compute and solve mathematical problems at levels of proficiency that are necessary to function on the job and in society, achieve the person's goals, and develop the person's knowledge and potential.
- 1.09 "Office" means the office within the Department that is responsible for adult education.
- 1.10 "State Board" means the State Board of Education created in Section 1 of Article IX of the State Constitution.
- 1.11 "Workforce Development Partnership" means a collaboration that assists adults in attaining basic literacy and numeracy skills leading to additional skill acquisition, postsecondary credentials, and employment. At a minimum, a workforce development partnership must include a local education provider, at least one postsecondary education or training provider, and at least one workforce development provider.
- 1.11.1 For purposes of this subsection, a postsecondary education or training provider includes, but need not be limited to:
 - 1.11.1.1 A state institution of higher education, junior college, or area vocational school;
 - 1.11.1.2 An apprenticeship program;
 - 1.11.1.3 An entity that provides accelerated education and skills training certificate programs created pursuant to Part 9 of Article 60 of Title 23, C.R.S.;
 - 1.11.1.4 An entity that operates programs through the manufacturing career pathway established by the State Board for Community Colleges and Occupational Education as provided in Part 10 of Article of Title 23, C.R.S.; and
 - 1.11.1.5 A community-based workforce development program that is operated through the Colorado customized training program created in Section 23-60-306, C.R.S.
 - 1.11.2 "Workforce development provider" includes, but need not be limited to:
 - 1.11.2.1 A work force investment program described in the "Colorado Work Force Investment Act," Part 2 of Article 83 of Title 8, C.R.S.; and
 - 1.11.2.2 A program that is supported by the state workforce development council created in Article 46.3 of Title 24, C.R.S.
- 1.12 "Measureable student outcome" means student success indicators, which include but are not limited to student employment, educational gains, and locally set goals.

2.0 Application Requirements and Timeline

- 2.01 On or before April 30 of each year, any Local Education Agency interested in obtaining funding shall submit an Adult Education and Literacy grant application to the Department, using the application form provided by the Department. A Local Education Provider must be a member of a Workforce Development Partnership.
- 2.02 Each application submitted shall include, but need not be limited to, the following:
- 2.02.1 Information concerning the number of adults in the local area , including employment, average income, and unemployment rates;

- 2.02.2 Information concerning the local job market, identifying areas of highest need, including major local industries or employers;
- 2.02.3 Information concerning the number of other Local Educational Providers within a thirty mile radius;
- 2.02.4 Information concerning the percentage of the local population of adults who will be served using grant moneys, including the following:
 - 2.02.4.1 the percentage who are members of a minority group
 - 2.02.4.2 the percentage who do not have a high school diploma or equivalency and who are not currently enrolled in adult education and literacy programs
 - 2.02.4.3 the percentage of adults who will be served using grant moneys, including the percentage who are receiving either state or federal public assistance
 - 2.02.4.4 the percentage of adults who will be served using grant moneys, including the percentage who are unemployed workers
- 2.02.5 Information concerning the demonstrated success of the Local Educational Provider in enabling adults to attain basic literacy and numeracy skills and in assisting them, through collaboration with postsecondary education or training providers and workforce development providers, to achieve additional skills attainment, postsecondary credential attainment, and employment
- 2.02.6 A description of the instructional program that the applicant plans to implement using the grant moneys
- 2.02.7 A description of the professional development program that the applicant plans to implement for educators to assist adult students achieve their educational and career goals
- 2.02.8 A description of services and responsibilities of each of the partnership members
- 2.02.9 An explanation of the cost of the instructional and student support program that the applicant plans to implement using the grant moneys and an explanation of how grant funding will be used to supplement and not supplant any funding currently being used on workforce preparation activities
- 2.02.10 The measurable student outcomes that the applicant expects to achieve as a result of implementing the proposed program, including employment, and a description of the method that will be used to monitor and evaluate outcomes; and
- 2.02.11 Any other necessary information, as identified by the Department.
- 2.03 On or before June 1 of each year, based on the recommendations of the Department and available funding, the State Board shall award grants to applying Local Education Providers, and in so doing ensure that awards are geographically diverse.
- 3.0 Adult Education and Literacy-Workforce Development Meetings
 - 3.01 The office shall convene periodic meetings of representatives of, at a minimum, the Department of Higher Education, the Department of Labor and Employment, the Community College system, other Local Educational Providers, other postsecondary education or training providers, and other workforce development providers to discuss, at a minimum:
 - 3.01.1 Ways to increase the communication and collaboration among adult education and literacy programs, postsecondary education or training programs, and workforce development programs within the state; and
 - 3.01.2 The state's workforce development needs and the levels of unmet need for adult education within the state, including identifying particular areas of the state with significant unmet adult education needs.
- 4.0 Application Evaluation Criteria
 - 4.01 In reviewing grant applications to recommend which applicants should receive grant funding and the amount of each grant, the Department shall consider but not be limited to the following criteria:
 - 4.01.1 the quality of the instructional program that the applicant plans to implement, in particular the expected measurable student outcomes the applicant hopes to achieve, using the grant moneys;
 - 4.01.2 the quality of the professional development program that the applicant plans to implement for educators to assist students in meeting the applicant's expected measurable student outcomes;
 - 4.01.3 The effectiveness and completeness of the planned workforce development partnership;
 - 4.01.4 The cost of the instructional and student support program that the applicant plans to implement using the grant moneys;
 - 4.01.5 The rigor with which the applicant intends to monitor and evaluate the implementation of the proposed program;
 - 4.01.6 The geographical diversity of the applicant pool.
- 5.0 Data Collection and Reporting
 - 5.01 Each Local Education Provider that receives an Adult Education and Literacy grant shall submit information to the Department describing the following:
 - 5.01.1 The instructional programs and services for which the Local Education Provider used the grant;
 - 5.01.2 The number of adult students who participated in each of the types of programs and services provided;
 - 5.01.3 The educational progress made by participating students as measured by standardized tests and training completion;
 - 5.01.4 The number of students who received workforce services, including the number of students who entered employment.
 - 5.02 The Department shall submit a report annually to the State Board, the governor, the Joint Budget Committee of the Colorado General Assembly, the House and Senate Education Committees the Senate Business, Labor, and Technology Committee and the House Business, Labor, Economic, and Workforce Development Committee, and shall post the report on the Department's web site. This report concerning the grant program should, at a minimum, address the use, allocation, geographical diversity of the programs, and outcomes of the grant moneys, including the effectiveness of each program that receives a grant and the continuing level of unmet need for adult education within the state. The report must also include an overview of the collaboration efforts of the office, the Department of Higher Education, the Department of Labor and Employment, the Community College system, other local education providers, other postsecondary education or training providers, and other workforce development providers in meeting the state's need for adult education and literacy programs and workforce development.

Attachment B: Intent to Apply

The Letter of Intent to apply for the Adult Education and Literacy Grant is due **Friday, December 16, 2016 by 11:59 p.m.** Please submit via SurveyMonkey at: https://www.surveymonkey.com/r/adulted2016_loi.

Below is a screenshot of the information requested in the Letter of Intent.

Adult Education and Literacy Grant 2016 - Letter of Intent

Letters of Intent due Monday, December 16, 2016, by 11:59 pm.

1 Please complete the information requested below to indicate your intention to apply for the **Adult Education and Literacy Grant**.

Name of Local Education Provider (LEP):

Name of LEP Authorized Representative:

Name of Contact for the Proposal:

Contact Telephone Number:

Contact E-mail Address:

2 I affirm that I am the named authorized representative from the LEA, or that the named authorized representative is aware and has approved of the intent to apply for the grant opportunity.


Done

Attachment C: Progress Report Questions

Each Local Education Provider that receives a grant through the Adult Education and Literacy Grant Program are required to report, at a minimum, the following information to the Department:

- Mid-year program reports on January 31, 2018; and
- Annual program reports on July 31, 2018.

The questions below will be asked and collected through the state data collection systems (parameters can be found on pages 8 and 9). Please contact Jennifer Jirous-Rapp, Ph.D., State Programs and Pathways Manager with any questions at Jirous_J@cde.state.co.us.

Mid-year and Annual Reporting Questions:

- The instructional programs and services for which the Adult Workforce Development Partnership used the grant.
- The number and demographics of adult students who participated in each of the types of programs and services provided.
- The educational progress made by participating students as measured by standardized tests and training completion.
- The number of students who transitioned to postsecondary or skills training.
- The number of students who received workforce services, including the number of students who entered and retained employment.
- The number and types of partnerships and how they helped support adult learners and their families

Attachment D: Examples of Allowable Use of Funds

Note: this is a list of examples but it not a complete list of allowable expenses.

- Curriculum development for courses that assist adults obtain basic skills in workforce development or postsecondary transition context leading to knowledge and skills necessary for employment and economic self-sufficiency (realistically supporting a family without public or private assistance).
- Costs associated with partnership development, including one-time infrastructure expenses, print materials, outreach activities, and travel.
- On-going, high-quality professional development that is aligned with the partnership goals, provided for all partnership staff.
- Training in data analysis to inform and differentiate instruction and training.
- Appropriate partnership services and supports for students, such as uniform costs, instructional materials, assessment costs, child care.
- Curriculum development associated with developing integrated education and training.
- Costs associated with providing employment placement activities.
- Costs associated with student recruitment.
- Evaluation and annual report development.