



COLORADO
Department of Education

AEFLA 2021-22 Continuation Application Webinar

Adult Education Initiatives

Welcome and Agenda



- Continuation Timeline
- Document Review
- Submission

Continuation Timeline



- 03/22/21 – Continuation Application released
- 03/26/21 – Continuation Application Q&A Webinar
- 04/02/21 – Continuation Additional Services Survey Due
- 04/30/21 – Grantee submits application in Syncplicity folder called “2021-22 Continuation Application”
- 05/14/21 – Grantee is notified via email of any required edits
- 05/28/21 – Grantee submits application edits in Syncplicity folder called “2021-22 Continuation Application”
- If additional edits are required, they must be finalized by 06/11/21.

We hope the earlier timeline will assist in releasing Grant Award Letters (GALs) earlier this year.



- AEFLA Continuation Application
- Budgets:
 - AEFLA
 - IELCE (as applicable)
- Lists:
 - Class List
 - Partner List
 - Staff List
- MOUs
- Assurances:
 - Accessible Design
 - Assessment
 - Attendance
 - Conflict of Interest
 - Data
 - Distance Learning
 - Distance Learning Application (new)
 - General
 - IELCE (new) (as applicable)
 - IET (new) (as applicable)
 - Professional Learning
 - Transition Planning (new)



- **Cover Page**

- Grantee Information
- AEFLA Program and Assurance Contacts
- Projected NRS Participants by LWDA
 - How many learners you would like to serve
 - How many learners you will be able to serve and still meet performance outcome targets
- Assessments
- Distance Learning Platforms
 - **Note:** Grantees will need to submit an application for any distance learning platforms they would like to use, even if they have already been approved.



- **Narrative**

- AEFLA and IELCE grant activities for 2021-22
 - Post-test rate: 60%
 - Negotiated MSG rate: 38%

- **Additional Information**

- Collaboration within the Colorado Talent Development System
- Online Learning
- Professional Development
- Data-driven Decision-making



- Assume level funding
- Make sure to select “Initial” for the Report Type on the Cover Page.
- Match – 40%
- Administrative – up to 10% (or more with justification and CDE approval)
- CDE will review the Continuation Application Additional Services surveys and reach out with information that may impact your continuation budgets and planning



- **Class List**
 - No more than one month with no services
- **Partner List**
- **Staff List**
 - Please list separate lines for staff who are both admin and instructional
- **MOUs**
 - Please submit your current MOU
 - If your MOU expires in June 2021, then you need to work with your partners to get a new one in place for the 2021-22 grant year



- **Accessible Design**

- Must have an Accessible Design Coordinator
- Disclosure must be voluntary
- Records must be stored separately from the learners' other records

- **Assessment**

- Must have an Assessment Coordinator
- All staff administering assessments must be certified every 2 years
- There is additional administration certification for remote testing
- 40 hours are the minimum instructional hours; you may indicate a higher threshold for all or specific learner groups
- Scores must be entered within one week of administration



- **Attendance**

- Terms that are 10 weeks or less must offer 10 hours of level- and content-specific instructional time each week (for a total of at least 100 hours in a term)
- Terms that are 11 weeks or longer must offer at least 8 hours of level- and content-specific instructional time each week (for a total of at least 120 hours in a term)
- Must include local attendance policy
- Must submit intake/registration form, any data sharing consent or disclosure forms, and any forms learners are asked to sign

- **Conflict of Interest**

Document Review – Assurances (continued)



- **Data**
 - Must have a LACES System Administrator
 - Assessment data must be entered within one week of administration
 - Attendance data must be entered within one week after the class takes place
 - Class records in LACES must match the Class List
 - Class records must be closed out no more than two weeks after the end date of the class
- **Distance Learning**
 - Fill out whether you are offering distance learning
- **Distance Learning Application**
 - **New** application
 - Required for all platforms, even if previously approved
 - Fill out the form and submit to your AEPC
- **General**

Document Review – Assurances (continued)



- **IELCE**

- Complete if applicable
- **New** assurance for grantees receiving IELCE funds
- Spells out the requirements under 34 CFR Part 463 Subpart G

- **IET**

- **New** assurance for IELCE grantees and any AEFLA grantees wishing to offer IET
- Spells out the requirements under 34 CFR Part 463 Subpart D
- Must complete the forthcoming IET Toolkit



- **Professional Learning**

- Similar to previous version
- Pay close attention to the required trainings for each Program and Assurance Contact
- Must submit professional learning plans for all staff

- **Transition Planning**

- **New** assurance for all grantees
- Must have a name, not just a position, for all Program and Assurance Contacts



- Documents are due **Friday, April 30, 2021**
- Submit to the Grantee's AEFLA FY20-24 "2021-22 Continuation Application" Syncplicity folder
- Documents to submit:
 - Continuation Application;
 - Budget(s);
 - Staff, Class, and Partner Lists;
 - Assurances;
 - Distance Learning Platform Application(s) (as applicable);
 - Attendance policy (from Attendance Assurance);
 - Intake/registration form, any data sharing consent or disclosure forms, and any forms learners are asked to sign (from Attendance Assurance);
 - Professional Learning Plans for all staff (from Professional Learning Assurance); and
 - Current MOUs with Partners
- Application materials will be reviewed and, if needed, edits will be requested by AEI.
- Continue to use the Syncplicity folder for revisions.

Please reach out to your program coordinator with any questions

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