



COLORADO
Department of Education

**Adult Education and Family Literacy Act
(AEFLA)**

Pursuant to 29 USC 3321

Application Webinar – March 2020

Application Key Elements



- The Introduction, Purpose and Eligible Applicants are listed on pages 3-4 of the RFA.
- Approximately \$6.5M is estimated to be awarded. More information can be found on pages 4-5.
- CDE anticipates awarding grants for a four-year period.
- Funding in subsequent years for grantees is contingent upon continued federal appropriations and upon grantees meeting all grant, fiscal and reporting requirements.
- Grantees can apply for AEFLA funding up to the maximum allowable in the local workforce area they are offering services in.
- Corrections and IELCE are not distributed by local workforce area.
 - AEI will award approximately \$880,000 of the AEFLA funds made available by the federal government to be used specifically to provide Integrated English Literacy and Civics Education (IELCE) in combination with Integrated Education and Training (IET)
 - AEI will award approximately 15% of the available AEFLA funds made available by the federal government to be used specifically to provide the defined adult education and literacy activities to individuals currently incarcerated in a state prison or correctional facility, a county jail, or are currently participating in Colorado's community corrections program
- CDE will determine how the AEFLA funds originally allocated to that local area or sub-area will be distributed.
- Do not include any Personally Identifiable Information (PII) in your application. Please reference page 50 of the RFA.

AEFLA Available Funds by Local Workforce Area

Local Workforce Area	Funding Percentage	AEFLA Funding Maximum
Adams	14.50%	\$692,461
Arapahoe/Douglas	13.50%	\$644,705
Boulder	3.75%	\$179,085
Denver	16.25%	\$776,034
El Paso/Pikes Peak	9.50%	\$453,681
Larimer	3.50%	\$167,146
Mesa	3.75%	\$179,085
Tri-County	5.00%	\$238,780
Weld	6.50%	\$310,413
Rural Workforce Consortium	23.75%	\$1,134,203

Rural Workforce Consortium Sub-Area	Funding Percentage	AEFLA Funding Maximum
Broomfield Sub-Area	8.25%	\$93,572
Eastern Sub-Area	11.50%	\$130,433
Northwest Sub-Area	7.00%	\$79,394
Pueblo Sub-Area	14.00%	\$158,788
Rural Resort Sub-Area	13.00%	\$147,446
South Central Sub-Area	11.75%	\$133,269
Southeast Sub-Area	12.00%	\$136,104
Southwest Sub-Area	7.00%	\$79,394
Upper Arkansas Sub-Area	7.50%	\$85,065
Western Sub-Area	8.00%	\$90,736

Match and Program Income



- Applicants must demonstrate a funding match of 40% for the federal funds requested (AEFLA). * Per 2 CFR Part 200.306(b)(2), federal funds may **not** be used for matching funds. Matching funds may include both in-kind and cash matches (2 CFR Part 200.306(b)) and must be identified as such on the yearly budget for federal reporting purposes. Grantees will be required to submit annual valuation for all in-kind as well as funding sources for cash donations. The matching funds can come from other state dollars (not Adult Education and Literacy Act grant funds*), local government dollars, private dollars, or in-kind support (WIOA §222(b)).
- Colorado has determined that agencies awarded AEFLA, IELCE and/or Corrections Education funds will not be allowed to charge and/or collect program income as a direct result receiving any of the grant funds. *



- Allowable Use of Funds can be found on pages 5-8 of the RFA
- Local Administrative Costs are defined on pages 7-8 of the RFA
 - Programs are not allowed to use more than ten percent (10%) of AEFLA funds for administrative expenses (WIOA § 222(a)(3)). However, applicants will be given the opportunity to negotiate a higher local administrative cost on the budget summary tab of the budget.
- There will be no carryover of funds.
- Grant funds cannot be obligated nor spent prior to CDE's approval of the grantee's annual budget and they have a fully signed Grant Award Letter.



- **Part 1: Eligibility Confirmation - Demonstrated Effectiveness Review (complete)**
- **Part 2: Application Completeness Review**
 - Applications are due to CompetitiveGrants@cde.state.co.us by 11:59 p.m. by Monday, April 27, 2020.
 - CDE AEI staff will check each application (whose eligibility has been confirmed through the earlier Eligibility Confirmation process) to ensure that the application conformed to the required format and that all of the required elements were included.
 - Incomplete and/or late applications will not be considered.
- **Part 3: Local Workforce Development Board Review***
- **Part 4: Reviewer Application Evaluation***
 - Each application will be evaluated solely on the criteria identified in this document.
 - A review panel will be convened to review applications and will submit their recommendations to CDE.
 - Final funding decisions will be made by CDE. (See Attachment B of the RFA for a summary of the reviewer application process.)

Review Process (continued)



- This is a competitive process. Applicants must score as follows:

Funding	Total Points Available	Minimum Points Needed for Approval
Adult Education and Literacy Services (WIOA Sec. 222(a)(1)) <i>only</i>	226	158
Integrated English Literacy and Civics Education Program (WIOA Sec. 243) <i>only</i>	263	184
<i>Both</i> Adult Education and Literacy (WIOA Sec. 222(a)(1)) <i>and</i> Integrated English Literacy and Civics Education Program (WIOA Sec. 243)	263	184
Corrections Education (WIOA Sec. 225) <i>only</i>	257	180
<i>Both</i> Adult Education and Literacy (WIOA Sec. 222(a)(1)) <i>and</i> Corrections Education (WIOA Sec. 225)	257	180
<i>Both</i> Integrated English Literacy and Civics Education Program (WIOA Sec. 243) <i>and</i> Corrections Education (WIOA Sec. 225)	294	206
Adult Education and Literacy (WIOA Sec. 222(a)(1)) <i>and</i> Corrections Education (WIOA Sec. 225) <i>and</i> English Literacy and Civics Education Program (WIOA Sec. 243)	294	206

- If there are multiple applications for one local area/sub-area that meet the minimum number of points needed for approval, the total points of those applicants that meet the minimum number of points needed are ranked from highest to lowest. CDE staff from AEI and the Competitive Grants and Awards Office will work to fund as many of those applicants as possible within the local area, with consideration provided to a variety of available services.



- CDE is required by federal law to provide an opportunity for a hearing for applicants that are not approved for funding.
 - The applicant must request the hearing within thirty (30) days of receiving the decision of disapproval.
 - No later than ten (10) days after the hearing, CDE will issue a written ruling, including factual findings and reasons for the ruling. (34 CFR Subtitle A76.401 Disapproval of an Application – Opportunity for a Hearing).
 - See Attachment C of the RFA for an outline of CDE’s AEFLA Appeal Hearing Process.



- **If, and only if, an applicant's eligibility is confirmed by CDE, may the eligible applicant submit an application to CDE that will be considered in the review process.**
 - **Applicants who were only determined eligible to provide specific services may only apply for those services**
- **An electronic copy of the application (in PDF format) and electronic budget, staff list, class list, and partner list (in Excel format), must be submitted to CompetitiveGrants@cde.state.co.us by **Monday, April 27, 2020, by 11:59 pm.****
- The electronic version of the application must include all required components of the application (Parts 1 and 2 as described on pages 18 and 19 of the RFA) as one PDF document.
- Please attach the electronic budget, staff list, class list, and partner lists in Excel format as a separate document.
- Staff lists, class lists, and partner lists will be added to the RFA page by the end of this week.
- 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 two business days of the deadline, please email CompetitiveGrants@cde.state.co.us.

Application Format



- The total narrative (Sections A-I) of the application cannot exceed 17 or 21 pages, depending on the services that are applied for.
- 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 signatures on the cover page must include the original signatures of three contacts.

Applicants Applying for:	Page Limit
Adult Education and Literacy Services (WIOA Sec. 222(a)(1)) <i>only</i>	17 Pages
Integrated English Literacy and Civics Education Program (WIOA Sec. 243) <i>or both</i> Adult Education and Literacy (WIOA Sec. 222(a)(1)) and Integrated English Literacy and Civics Education Program (WIOA Sec. 243)	21 Pages
Corrections Education and Education of other Institutionalized Individuals (WIOA Sec. 225) <i>or both</i> Integrated English Literacy and Civics Education Program (WIOA Sec. 243) <i>and/or</i> Adult Education and Literacy (WIOA Sec. 222(a)(1)) and Integrated English Literacy and Civics Education Program (WIOA Sec. 243)	21 Pages





- Applicants applying as a consortium (a coalition of organizations) must abide to the following:
 - Applications must identify one agency that will act as the lead agency for the consortium. The lead agency shall submit a single application on behalf of the consortium that outlines a plan to provide adult education and literacy activities throughout the local workforce development area, explaining the roles and responsibilities of each member agency.
 - The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for CDE. The lead agency is responsible for overseeing the implementation of all aspects of the grant (e.g., project plan, grant project monitoring and data reporting, and fiscal management).
 - All consortium members are subject to the terms and conditions of the grant award, federal requirements, and state policies, including the requirement of each consortium member to provide demonstrated effectiveness data.

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. Please note that applicants applying as a consortium must submit one application.
 - **Part I: Application Introduction:**
 - Part IA: Cover Page - Applicant Information and Proposed Services Table of Contents
 - Part IB: General Program Assurances Form
 - Part IC: 2020-2021 Local Accessible Design Assurances
 - Part ID: 2020-2021 Local Assessment Assurances
 - Part IE: 2020-2021 Local Attendance Assurances
 - Part IF: 2020-2021 Local Conflict of Interest Assurances
 - Part IG: 2020-2021 Local Data Entry Assurances
 - Part IH: 2020-2021 Local Professional Learning Assurances
 - Part II: 2020-2021 Local Distance Learning Assurances
 - **Part II: Narrative:**
 - Section A: Executive Summary
 - Section B: Educational Capacity
 - Section C: Quality of Services
 - Section D: Leveraging Data and Technology
 - Section E: Workforce Development and Partnerships
 - Section F: Budgeting and Financials
 - Section G: Local Workforce Development Board Review
 - Section H: Integrated English Literacy and Civics Education Program *(if applicable)*
 - Section I: Corrections Education and Education of other Institutionalized Individuals *(if applicable)*



- **Required Attachments:**
 - Staff List
 - Class List
 - Partner List
 - AEFLA Budget
 - IELCE Budget (if applicable)

Application Narrative and Evaluation Rubric

Selection Criteria and Evaluation Rubric

- **Part I: Application Introduction [Not Scored]**
 - Cover Pages, Table of Contents, and Completed Assurances
- **Part II: Narrative**
 - The following criteria will be used by reviewers to evaluate the application as a whole. In order for an application for **only adult education and literacy services** (WIOA Sec. 222 (a)(1)) to be recommended for funding, it must receive at least 158 points out of the 226 possible points (70%), and all required elements must be addressed.
 - In order for the application for **only Integrated English Literacy and Civics Education program** (WIOA Sec. 243) or **both adult education and literacy services** (WIOA Sec. 222 (a)(1)) **AND Integrated English Literacy and Civics Education program** (WIOA Sec. 243) to be recommended for funding, it must receive at least 184 points out of the 263 possible (70%) points, and all required elements must be addressed.
 - In order for the application for **only Corrections Education** (WIOA Sec. 225) or **both adult education and literacy services** (WIOA Sec. 222 (a)(1)) **AND Corrections Education** (WIOA Sec. 225) to be recommended for funding, it must receive at least 180 points out of the 257 possible (70%) points, and all required elements must be addressed.
 - In order for the application for **both Integrated English Literacy and Civics Education program** (WIOA Sec. 243) **AND Corrections Education** (WIOA Sec. 225) to be recommended for funding, it must receive at least 206 points out of the 294 possible (70%) points, and all required elements must be addressed.

Application Narrative



- For those applicants that have previously received funding from the Adult Education and Family Literacy Act Grant, 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.
- *Applicants should incorporate data and research (qualitative and quantitative) into their responses.* Data should consist of internal program data (performance outcomes, data measures, qualitative examples of achievement, etc.), in addition to external data which describes best-practices, local area characteristics, adult education research, etc. To help facilitate this, CDE has developed a list of sources below:
 - **2017 American Community Survey:** <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
 - **CO Labor Market Information:** <https://www.colmigateway.com/vosnet/lmi/default.aspx?pu=1&plang=E>
 - **CO Regional and Local Workforce Area Plans:** <https://www.colorado.gov/pacific/cwdc/regional-and-local-plans>
 - **CO 2018 Talent Pipeline Report:** <https://www.colorado.gov/pacific/cwdc/colorado-talent-pipeline-report>
 - **CO Demography Office:** <https://demography.dola.colorado.gov/>
 - **Bureau of Labor Statistics:** <https://www.bls.gov/lau/#cntyaa>
 - **Database for Adult Ed. Resources:** <https://www.litworks.org/resources/online-literacy-resources/teaching-adults/>
 - **Improving Adult Literacy Instruction E-Book:** <https://www.nap.edu/catalog/13468/improving-adult-literacy-instruction-developing-reading-and-writing>
 - **College and Career Readiness Standards:** <https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>
 - **English Language Proficiency Standards:** <https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf>

Questions



- **Please Direct All Questions to:** AEI@cde.state.co.us
- AEFLA RFA Webpage:
 - <http://www.cde.state.co.us/cdeadult/prospectivegrantees>