### Submission Instructions

All 2024-2025 AELA Grant Continuation Application documents are available on the [continuation page](http://www.cde.state.co.us/cdeadult/grantees/handbook/continuation) of the Office of Adult Education Initiatives (AEI) website. All Continuation Application items (Cover Page, Narrative, and Budget Template) must be completed and submitted in the Grantee’s “AELA FY20-24” “2024-25 Continuation Application” Syncplicity folder no later than Friday, April 19, 2024. Applications will be reviewed and edits, if needed, will be requested. Assurances will be sent to designated contacts and must be submitted through DocuSign by Friday, June 21, 2024. Additional requested documents must be submitted to Syncplicity at this time.

Timeline:

* 03/25/24: Continuation Application and Assurances released
* 03/29/24: Continuation Presentation released
* 04/19/24: Grantee submits application, budget, Locations and Partner lists, Attendance Policy, and intake/registration form in Syncplicity folder called “2024-25 Continuation Application”
* 04/22/24 to 05/03/24: AEI Team reviews applications
* 05/03/24: Grantee is notified via email of any required application edits
* 05/17/24: Application, budget, Locations and Partner lists, Attendance Policy, and intake/registration form revisions submitted to AEI via Syncplicity “2024-25 Continuation Application” folder (as applicable)
* 06/05/24 to 06/21/24: Grantees receive, review and submit Program Assurances via DocuSign
* 06/07/24: AELA Kickoff meeting (required)
* 06/28/24 to 07/09/24: Grantee is notified via email of any required assurance edits
* If additional edits are required, they must be finalized by 07/09/24.

Grantees will submit the following to their Syncplicity folders:

* Continuation Application;
* Budget;
* Locations and Partner Lists (Excel workbook);
* Attendance policy (from Attendance Assurance);
* Intake/registration form

The AEI Program Coordinator will review the application within 2 weeks of receipt. If any information is missing or edits are needed, the grantee will be notified via email once the AEI Program Coordinator has completed their review and the grantee will have two weeks to complete the requested edits.

### Cover Page

Please fill in each of the light green cells below.

|  |
| --- |
| Grantee Information |
| Grantee Name: |  |
| Mailing Address: |  |
| County: |  |
| Phone: |  |
| Email: |  |
| Website: |  |
| UEI# |  |
| 2024-25 AELA Program and Assurance Contacts | Name, Title | Phone | Email |
| Authorized Representative: |  |  |  |
| Primary Program Contact: |  |  |  |
| Secondary Program Contact: |  |  |  |
| Fiscal Contact: |  |  |  |
| Accessible Design Coordinator: |  |  |  |
| Assessment Coordinator (if applicable): |  |  |  |
| LACES System Administrator: |  |  |  |
| Distance Education Contact: |  |  |  |

### AELA Performance Outcomes

In the 2024-25 program year, grantees again have access to the entire menu of performance outcomes and will not be asked to select particular outcomes for their program. Use the AELA Performance Outcomes guidance to review additional information.

### 2024-25 Performance Outcome Targets

For the final year of the grant cycle, AEI asks you to maintain or increase your current grant targets. Your current FY targets are available in LACES under Searches>AELA Quarterly Report>Performance Target Rate. Please list what your targets will be in the boxes below.

|  |  |
| --- | --- |
| **2024-25 Performance Outcomes Goals** | **Please indicate below in each row what percent of total learners (Enrolled + Alumni) the applicant will set as a goal for the fourth and final year of the grant cycle.** |
| Percent of learners who will achieve **1 or more Performance Outcomes** from the options selected above in year 3 |  |
| Percent of learners who will achieve **2 or more Performance Outcomes** from the options selected above in year 3 |  |
| **Performance Outcomes**  |  |
| Have learners been achieving personal goals that are not reflected on the menu of available outcomes? If so, are there any you would like to propose for use in future AELA grant cycles?  | *Type response here.*  |

### 2024-25 Northstar Digital Literacy Subscription (as applicable)

|  |  |
| --- | --- |
| Northstar Digital Literacy  |  |
| Northstar subscriptions are an optional resource to provide allowable digital literacy instruction to learners. Earning three proctored Northstar certificates in a program year meets the AELA Digital Literacy Outcome. If you have a current Northstar subscription or want to add one in 2024-25, respond to the prompts below. If you have a current subscription and wish to deactivate it, please indicate so. If you will not be using this resource, enter “N/A”.* Identify two administrators for your Northstar site (name, email address, phone number).
* Identify at least one proctor for your site (name, email address).
* Identify the types of learners who will be using Northstar (ABE, ASE, ESL, corrections, aging individuals, individuals with disabilities, individuals in rural areas, etc.)
* Describe how Northstar will be implemented in your program (e.g., in class instruction, dedicated computer classes, access to online learning, etc.)
* Set goals based on your community and program context for the number of unique users and number of assessments given that you hope to meet.

For current Northstar users only: * What strategies were most successful in increasing usage? Which assessments and modules were most used among learners? How have increased digital skills benefited your learners?
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