Adult Education and Family Literacy Act Grant Program 2018-2019

# Part IA: Cover Page – Applicant Information

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| **Applicant Information** |
| **Program Name:** |  | **DUNS #:** |  |
| **Mailing Address:** |  | **County:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Website:** |  |
| **Type of Program** |
| **[ ]** Local educational agency (LEA) **[ ]** Institution of Higher Education **[ ]** Community- or faith-based organization**[ ]** Volunteer literacy organization **[ ]** Library **[ ]** Public or private non-profit agency**[ ]** Public housing authority **[ ]** Consortium or coalition **[ ]** Partnership between employer/entity above |
| **If applying as a non-profit:**  | Have proof of non-profit status (from the Internal Revenue Service) and evidence of financial stability (most recent two years’ annual reports and audits) been attached? | **Yes** **[ ]** **No** **[ ]**  |
| Applicant Authorized Representative Information |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature:** |  |
| **Program Contact/Coordinator Information** (must be employed by applicant) |
| **Name:** |  |
| **Mailing Address:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature:** |  |
| **Fiscal Manager Information** (different than Program Contact/Coordinator) |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature:** |  |
| Local Workforce Development Area(s) Intended to Serve (*select all that apply*) |
| Visit <https://www.colorado.gov/pacific/sites/default/files/MapLocal%20WorkforceAreas_32016.pdf> for a map of the Local Workforce Development Areas.**[ ]** Adams **[ ]** Arapahoe/Douglas **[ ]** Boulder **[ ]** Denver **[ ]** Larimer **[ ]  Mesa****[ ]** Pikes Peak/El Paso **[ ]** Tri County **[ ]** WeldColorado 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.**[ ]** Broomfield Sub-Area **[ ]** Eastern Sub-Area **[ ]** Northwest Sub-Area **[ ]** Pueblo Sub-Area**[ ]** Rural Resort Sub-Area **[ ]** South Central Sub-Area **[ ]** Southeast Sub-Area **[ ]** Southwest Sub-Area**[ ]** Upper Arkansas Sub-Area **[ ]** Western Sub-Area |

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| **Adult Education and Literacy (WIOA Sec. 222(a)(1))** |
| **Additional Services and Instruction (where/if applicable)** |
| **Local Workforce Development Area:** | **Workplace Adult Education and Literacy** | **Family Literacy Services** | **Integrated English Literacy and Civics Education** | **Integrated Education and Training** |
| Adams | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Arapahoe/Douglas | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Boulder | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Denver | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Larimer | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **Mesa** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Pikes Peak | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Tri-County | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Weld | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Colorado Rural Workforce Consortium: |  |  |  |  |
| Broomfield Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Eastern Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Northwest Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Pueblo Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Rural Resort Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| South Central Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Southeast Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Southwest Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Upper Arkansas Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Western Sub-Area | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

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| **Adult Education and Literacy (WIOA Sec. 222(a)(1))** |
| **Projected Numbers of Countable Learners to be Served by Local Workforce Development Area** |
| **Local Workforce Development Area:** | **a. ABE (levels 0-8):** | **b. ASE (levels 9-12):** | **c. ELA** | **Total (a, b, c)** |
| Adams |  |  |  |  |
| Arapahoe/Douglas |  |  |  |  |
| Boulder |  |  |  |  |
| Denver |  |  |  |  |
| Larimer |  |  |  |  |
| Mesa |  |  |  |  |
| Pikes Peak |  |  |  |  |
| Tri-County |  |  |  |  |
| Weld |  |  |  |  |
| Colorado Rural Workforce Consortium: |  |  |  |  |
| Broomfield Sub-Area |  |  |  |  |
| Eastern Sub-Area |  |  |  |  |
| Northwest Sub-Area |  |  |  |  |
| Pueblo Sub-Area |  |  |  |  |
| Rural Resort Sub-Area |  |  |  |  |
| South Central Sub-Area |  |  |  |  |
| Southeast Sub-Area |  |  |  |  |
| Southwest Sub-Area |  |  |  |  |
| Upper Arkansas Sub-Area |  |  |  |  |
| Western Sub-Area |  |  |  |  |
| **Total:** |  |  |  |  |
| **Corrections Education: Applicant intends to use AEFLA funding to provide** **Corrections Education** **and/or educational services to other institutionalized individuals:** | **[ ]  No****[ ]  Yes** (if yes, please answer next question) |
| **If answering yes to the previous question, enter the number of AEFLA learners to be served in correctional settings; this is a sub-set, not additional learners:** |  |
| Amount Requested for 2017-2018 fiscal year (7/1/18 – 6/30/19): | **$** |

# Part IB: 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 Family Literacy Grant Program, and the receipt of program funds.

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| On | (date) | , 2018, the Board of | (applicant) |

hereby applies for and, if awarded, accepts the federal funds requested in this application. In consideration of the receipt of these grant funds, the Board agrees that the General Assurances for all federal grants, the program-specific assurances for the AEFLA grant\* and the terms therein are specifically incorporated by reference in this application; and that all program and administrative requirements will be met including the following conditions of Adult Education and Family Literacy Act (AEFLA) Grant Program funding:

1. The applicant will expend funds appropriated to carry out title II of the Workforce Innovation and Opportunity Act (WIOA) only in a manner consistent with fiscal requirements under section 241(a) of WIOA (regarding supplement and not supplant provisions).
2. The applicant will not use any funds made available under title II of WIOA for the purpose of supporting or providing programs, services, or activities for individuals who are not “eligible individuals” within the meaning of section 203(4) of WIOA, unless it is providing programs, services or activities related to family literacy activities, as defined in section 203(9) of WIOA.
3. The applicant will enter into a local memorandum of understanding with each Local Workforce Development Board which it services, relating to the operations of the one-stop system, and will participate in the operation of the one-stop system consistent with the terms of the memorandum of understanding and the requirements of WIOA.
4. The applicant will use a portion of the awarded funds to maintain the one-stop delivery center, in accordance with the methods agreed upon by the Local Workforce Development Board and described in a memorandum of understanding or the determination of the Governor regarding State one-stop infrastructure funding.
5. The Integrated English Literacy and Civics Education program under section 243(a) of WIOA will be delivered in combination with integrated education and training activities.
6. The Integrated English Literacy and Civics Education program under section 243(a) of WIOA will be designed to (1) prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.
7. The applicant will ensure that the Program Director has adequate time and resources to meet the expectations and fulfill the requirements of the management of the AEFLA grant-funded program.
8. The applicant will provide a description of how funds awarded under this subtitle will be spent.
9. The applicant will provide a description of any cooperative arrangements the eligible provider has with any other agencies, institutions, or organizations for the delivery of adult education and family literacy activities.
10. The applicant will retain sole responsibility for the project even though subcontractors may be used to perform certain services.
11. The applicant will complete and submit an Annual Performance Report (see **Attachment D**) by the published due date.
12. The applicant will comply with all state policies and requirements, including but not limited to, adult basic education authorization; professional development; learner assessment; learning needs; College and Career Readiness Standards implementation; and participation in state wide initiatives.
13. The applicant will maintain and use the LACES adult education reporting system, and submission of available data will be in accordance with NRS guidelines and guidelines set forth by the State.
14. The applicant will participate in program evaluation, including but not limited to, onsite reviews, data reviews, and desk monitoring in alignment with the Colorado WIOA State Plan.
15. The applicant will place high priority on evidence-based effective practices aimed at meeting or exceeding the annual WIOA AEFLA performance targets (see **Attachment C**) for Colorado established by the Colorado Department of Education and the U.S. Department of Education, Office of Career, Technical, and Adult Education.
16. The applicant understands and accepts that all AEFLA grant-funded programs are expected to contribute to Colorado’s performance indictor targets as negotiated with the U.S. Department of Education, Office of Career, Technical, and Adult Education, and that performance toward these targets may affect Colorado’s funding in subsequent years.

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 CDE before modifications are made to the expenditures. Please contact Marti Rodriguez (Rodriguez\_M@cde.state.co.us | 303-866-6769) and Danielle Ongart (Ongart\_D@cde.state.co.us | 303-866-6640) for any modifications.

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|  |  |  |
| Name of Board President |  | Signature |
|  |  |  |
| Name of Program Authorized Representative |  | Signature |

\*General Assurances for all federal grants and the program-specific assurances for the AEFLA grant are contained in the Single Assurance Form for all Federal education programs administered by the Department of Education. Successful applicants will receive the Single Assurance Form to sign and submit to CDE at the conclusion of the grant competition process.