### Submission Instructions

All 2022-2023 AEFLA 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 Pages, Narrative, and Budget Template) must be completed and submitted in the Grantee’s “AEFLA FY20-24” 23-24 Continuation Application Syncplicity folder no later than Friday, April 28, 2023. 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, May 19, 2023. Additional requested documents must be submitted to Syncplicity at this time.

Timeline:

* 03/06/23 – Continuation Application and Budget template(s) released
* 03/16/23 – Continuation Application Q&A during Office Hours. This portion of Office Hours will be recorded and posted to [WIOA Moodle AEI Session Recordings](https://wioa-colorado.expertlearning.net/course/view.php?id=54&section=2).
* 04/28/23 – Grantee submits application and budget in Syncplicity folder called “2023-24 Continuation Application”05/05/23 – Assurances submitted to designated grantee staff
* 05/12/23 – Grantee is notified via email of any required application edits
* 05/19/23 – Grantees review and submit Program Assurances via DocuSign
* 05/26/23 – Grantee submits application edits in Syncplicity folder called “2023-24 Continuation Application
* If additional application and budget edits are required, they must be finalized by 06/9/23.

Grantees will submit the following to their Syncplicity folders by 4/28/23:

* Continuation Application;
* Budget(s).

Grantees will submit the following to the Syncplicity folders by 5/19/23:

* Local Attendance policy (from Attendance Assurance);
* Local Intake/registration form (from Attendance Assurance) if changes have been made since July 2022;
* Any new or updated MOUs with Partners;

Grantees will submit Assurances in DocuSign by 05/19/23:

Grantee staff designated on the Cover Page in section 2 as “AEFLA Program and Assurance Contacts” will receive an email notification to review, complete, and sign the Assurances relevant to their role(s) in DocuSign.

* Accessible Design Assurances: Accessible Design Coordinator and Program Director
* Assessment Assurances: Assessment Coordinator and Program Director
* Attendance Assurances: Program Director
* Conflict of Interest Assurances: Program Director
* Data Assurances: LACES System Administrator and Program Director
* Distance Learning Assurances: Program Director
* General Assurances: Authorized Representative and Primary Contact
* IELCE Assurances (as applicable): Program Director
* IET Assurances: Program Director
* Professional Learning Assurances: Professional Learning Coordinator and Program Director
* Transition Planning Assurances: Program Director

Grantees will upload 2022-2023 Staff lists to LACES by June 30, 2023. In the 2023-2024 program year all new staff will need to be entered into LACES as they join the program. A review of staff counts will be included during annual data close out for end of year reporting.

The AEI team 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 by their AEI Program Coordinator and the grantee will have two weeks to complete the requested edits.

### Application

Please fill in each of the light blue cells below.

|  |
| --- |
| **Grantee Information** |
| Grantee Name: |  | UEI#: |  |
| Mailing Address: |  | County: |  |
| Phone: |  | Email: |  | Website: |  |
| **2023-24 AEFLA Program and Assurance Contacts** | **Name, Title:** | **Phone:** | **Email:** |
| Authorized Representative: |  |  |  |
| Primary Program Contact: |  |  |  |
| Secondary Program Contact: |  |  |  |
| Fiscal Contact: |  |  |  |
| Accessible Design Coordinator: |  |  |  |
| Assessment Coordinator: |  |  |  |
| LACES System Administrator: |  |  |  |
| Professional Learning Coordinator: |  |  |  |
| Distance Learning Coordinator: |  |  |  |
| **Projected NRS Participants by LWDA[[1]](#footnote-1)** | **(LWDA 1)** | **(LWDA 2)** | **(LWDA 3)** | **(LWDA 4)** | **2023-24 Projected Totals** |
| AEFLA Adult Education and Literacy (AEL): |  |  |  |  |  |
| AEFLA English Language Acquisition (ELA): |  |  |  |  |  |
| AEFLA Workplace AEL: |  |  |  |  |  |
| AEFLA Family Literacy: |  |  |  |  |  |
| AEFLA Corrections Education: |  |  |  |  |  |
| AEFLA Integrated Education and Training (IET): |  |  |  |  |  |
| IELCE English Language Acquisition: |  |  |  |  |  |
| IELCE Integrated Education and Training (IET): |  |  |  |  |  |
| **Total:** |  |  |  |  |  |
| Have any of the services above been added or removed for 23-24?  | Added | Removed |
| **Assessments** | **Computer-based (List below)** | **Paper-based (List below)** | **Remote Assessments (List below)** |
|  |  |  |  |
| **Distance Learning Platforms** | **Clock Time (List platforms)** | **Learner Mastery (List platforms)**  |
|  |  |  |
| **Partnerships** |  |  |
| Please list the Partner Organization name(s) and identify the type of partnership from the following: * WIOA
* Postsecondary Education and Training Provider
* Employer
* Other
 |  |  |

In this portion of the application, please fill in responses to each of the questions that apply to the services you intend to offer in 2023-24. If a section does not apply, please put “N/A” in the response box. Include all activities you have identified to offer for 2023-24.

### AEFLA/IELCE Grant Activities

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| **MSG Strategies** |
| The approved 2023-24 Measurable Skill Gain (MSG) rate target for all learners is 41%. Knowing this is a significant increase from prior years, what strategies will you use to meet or exceed the MSG rate?  |  |
| **Additional Performance Indicator Strategies** |
| The approved target for Employment 2nd Quarter after Exit in 2023-24 is 22%. The target for Employment 4th Quarter after Exit is 25%. The target for Median Earnings 2nd Quarter after Exit is $5,800. What strategies will you use to reach these targets?  |  |

### Additional Grant Activities (as applicable)

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| **Workplace Literacy**  |
| * Who will be your workplace literacy employer partner?
* What are the employer identified goals for this program?
* What type of literacy instruction (levels, ABE/ELA, etc.) will you offer to achieve the employer’s goals?
 |  |
| Please identify which of the following MSG types will be part of your workplace literacy program:* Complete one or more EFL gain as measured by an NRS-approved assessment.
* Enrollment in a postsecondary educational or occupational skills program after exit and by the end of the program year.
* Receipt of a secondary school diploma or recognized equivalent.
* Exhibiting progress on a postsecondary transcript.
* Showing progress toward milestones.[[2]](#footnote-2)(If selecting this option, include the proposed employer identified milestones, how they will be measured, and the form of documentation used to verify achievement).
* Passing a technical or occupational knowledge-based exam.[[3]](#footnote-3) (If selecting this option, include the proposed credential name, provider, and authorizing body).
 |  |
| **Family Literacy**  |
| * What strategies will you use to implementParent and Child Together (PACT) time? How will you modify current practices for 2023-24?
 |  |
| **IELCE Civics Instruction**  |
| * How will Civics instruction be incorporated into your IELCE literacy curriculum? What strategies or content will you incorporate in 2023-24?
 |  |
| **Integrated Education and Training (IET)** |
| * What are the projected dates for your 2023-24 IET cohorts? If offering more than one industry area, identify dates by IET.
* Will you develop an IET in a new industry in 2023-24? If so, which industry and when do you anticipate starting the IET Toolkit submission process?
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### Additional Information

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| **Colorado Talent Development System**  |
| Provide a list of the WIOA Title II (Adult Education) LWDA board representatives that are part of the grantee staff. Include information about the expiration of their term.  |  |
| How will the grantee engage with the:* Local workforce board?
* Local workforce center?
* Area employers?
* Department of Vocational Rehabilitation?
 |  |
| **Data-driven Decision-making** |
| How will the grantee use data to make determinations about:* Enrollment?
* Class schedules?
* Instruction/curriculum?
* Professional learning?
* Distance learning?
* Assessment?
 |  |
| **Northstar Digital Literacy (as applicable)** |  |  |
| AEI offers Northstar subscriptions as an optional resource to provide allowable digital literacy instruction to learners. If you have a current Northstar subscription or want to add one in 2023-24, 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 site 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 you hope to serve and the number of proctored and not proctored assessments you hope to give.
 |  |

1. Please include how many learners the grantee would like to serve, considering how many learners the grantee would be able to serve and still meet performance outcomes. [↑](#footnote-ref-1)
2. Use of the Progress Toward Milestones MSG requires approval from AEI. Include justification for use of this performance indicator. AEI reserves the right to deny requests if the milestone does not meet sufficient intensity. [↑](#footnote-ref-2)
3. Include the name of the technical/occupational knowledge-based exam that will be used, the threshold for mastery, and the form of documentation. [↑](#footnote-ref-3)