Adult Education and Literacy Grant Program

Pursuant to: 22-10-104, C.R.S.

Wednesday, November 30, 2016

What this webinar covers:

- **Elements from the Overview section of the application (i.e., purpose of the grant, eligibility, minimum requirements, etc.)**

- **Explanation of the Submission and Review Processes**

- **Required elements of proposals**

- **Guidance on Budget Considerations**

Application Overview

Introduction

- **Research indicates that increased educational and skills attainment is a proven pathway out of poverty.**

- **Post-secondary education and credential attainment are increasingly central to a person's ability to earn a family sustaining wage, participate more fully in Colorado's workforce and contribute to the state's economic health and vitality.**

- **A significant percentage of the state's working age population lacks a high-school diploma or its equivalent; and many of these individuals do not have the basic literacy or numeracy skills to be prepared for participation in post-secondary education and the workforce.**

- **In order for Colorado to address these concerns and meet its workforce, educational attainment, and poverty-reduction goals, the state must support the critical role that adult education plays in Colorado's Talent Development system.**

Purpose

- **The purpose of the Adult Education and Literacy Grant is to provide state funds for public and private nonprofit adult education and literacy programs who will serve as lead agencies and fiscal agents for Adult Workforce Partnerships.**

Adult education and literacy programs are programs that provide:

- adult basic education,
- adult education leading to a high school equivalency credential,
- English as a Second language instruction, or
- integrated basic education and skills training.

Adult Workforce Partnerships consist of:

- adult education and literacy programs,
- post-secondary or skills training programs and
- workforce development programs.

Purpose (cont.)

- **The goal of these Adult Workforce Partnerships is to foster career pathways through which eligible adults can receive basic education in literacy and numeracy, skills acquisition, and/or postsecondary credential attainment to prepare them for employment.**

- **The intent is that awarded funds will be used to build and/or strengthen family-centered partnerships that enable more low-income, low-literacy adults to:**
  - achieve economic self-sufficiency to support a family without public or private assistance
  - develop skills and knowledge to become partners in the educational development of their children

- **Only applicants that specifically address this purpose will be considered for this funding opportunity. See Attachment A for the program rules.**

Eligible Applicants

Local Education Providers that operate as an adult education program are eligible to apply for this funding opportunity. Eligible Local Education Providers are:

- A secondary or postsecondary, public or private, nonprofit educational entity, including but not limited to a school district, charter school*, board of cooperative services (BOCES), state institution of higher education, junior college, and area vocational school;

- A community-based, nonprofit agency or organization;

- A library;

- A literacy council or other literacy institute;

- A business or business association that provides adult education and literacy programs either on- site or off-site;

- A volunteer literacy organization;

- A work force board**;

- A one-stop partner**; and

- A consortium of entities listed above.

Eligible Applicants (cont.)

Local Education Providers must be member of an Adult Workforce Development Partnership to be eligible for this grant. An Adult Workforce Development Partnership is a collaboration that assists adults in attaining basic literacy and numeracy skills leading to additional skill acquisition, postsecondary credentials, and employment. At a minimum, a Workforce Development Partnership must include:

- A Local Education Provider;
- At least one Postsecondary Education or Training Provider; and
- At least one Adult Workforce Development Provider.

- **Note:** Applicant program must be able to comply with the minimum requirements needed to access and use the state data collection system found on pages 8 and 9.

Eligible Applicants (cont.)

A Postsecondary Education or Training Provider includes, but is not limited to:

- A state institution of higher education, junior college, or area vocational school;

- An apprenticeship program;

- An entity that provides accelerated education and skills training certificate programs;

- An entity that operates programs through the manufacturing career pathway established by the State Board for Community Colleges and Occupational Education;

- A community-based workforce development program that is operated through the Colorado customized training program.

An Adult Workforce Development Provider includes, but is not limited to:

- A work force development program**; and

- A program that is supported by the state workforce development council.

Priority

The CDE Adult Education Initiatives Office is seeking applications that focus on adult education and literacy services that prepare eligible individuals at all levels for success in postsecondary education and work through:

- Research-based program and instructional strategies that effectively prepare and support adult learners through utilization of career pathways for transitioning to college and career;

- Family-centered approaches and services; and

- Collaboration with service providers within the Colorado Talent Development System.

Local Workforce Development Area Distribution of Funds

- **The overall priority of the Adult Education and Literacy Grant Program is to ensure service to currently unserved or under-served areas of the state throughout the program.**

- **Geographic distribution in currently unserved or under-served areas of the state will be considered when distributing awards to applicants that meet each of the required criteria as outlined in the evaluation rubric.**

Available Funds

- **This application is being released, but is contingent upon enacting pending appropriations to the Adult Education and Literacy Grant Program for 2017-18 school year.**

- **Please complete the Letter of Intent (see Attachment B) to be informed of updates on this program, including funding updates.**

- **Letters of Intent are due on Friday, December 16, 2016.**

- **The anticipated level of funding available for the 2017-2018 school is year is approximately $850,000.**

- **CDE expects to award approximately 6-10 grants ranging from approximately $80,000-$120,000.**

Allowable Use of Funds

- **A Local Education Provider may use funding from this grant on behalf of a student who is enrolled in or has completed the adult education and literacy program AND is receiving training from a postsecondary education or training provider or from a workforce development provider that participates in the workforce development partnership with the Local Education Provider.**

- **To the extent practical, adult education providers and partners should focus use of these funds on programs that prepare individuals for training leading to occupations that have the potential to pay a self-sufficiency wage. Self-sufficiency* wages are defined as those that can realistically support a family without public or private assistance.**

Allowable Use of Funds (cont.)

- **The first year of the Adult Workforce Development Partnership grant activities may include partnership planning activities, in addition to student and family services.**

- **Funds from this opportunity received by Local Education Providers must be used to <u>supplement and not supplant</u> any federal, state, and local moneys currently being used to provide adult education and literacy programs.**

- **Funds must be expended by June 30, 2018. There will be no carryover of funds. Unobligated funds at the end of the fiscal year will be returned to CDE.**

Examples of Allowable Uses of Funds

For guidance on possible expenditures for adult education and literacy programs funded by this grant program, please refer to the Examples of Allowable Use of Funds in Attachment D. Note: this is a list of examples but it not a complete list of allowable expenses.

- Curriculum development for courses that assist adults obtain basic skills in workforce development or postsecondary transition context leading to knowledge and skills necessary for employment and economic self-sufficiency (realistically supporting a family without public or private assistance).

- Costs associated with partnership development, including one-time infrastructure expenses, print materials, outreach activities, and travel.

- On-going, high-quality professional development that is aligned with the partnership goals, provided for all partnership staff.

- Training in data analysis to inform and differentiate instruction and training.

- Appropriate partnership services and supports for students, such as uniform costs, instructional materials, assessment costs, child care. Curriculum development associated with developing integrated education and training.

- Costs associated with providing employment placement activities.

- Costs associated with student recruitment.

- Evaluation and annual report development.

Duration of Grant

- **Grants will be awarded for a three-year period, beginning in the 2017-18 school year. Please note: Each year of grant funding is contingent upon annual appropriations by the State Legislature. Funded applicants will be eligible for continued funding in the second and third years of the grant cycle after successfully demonstrating the following:**

  - Submission of all required evaluation materials;

  - Annual demonstration of adequate progress; and

  - Completed budgets and funding amounts for years two and three following the first year.

- **Funded applicants for the 2017-2018 school year are not guaranteed any additional funding beyond the 2017-2018 year at this time.**

Evaluation and Reporting

- **Each Local Education Provider that receives a grant through the Adult Education and Literacy Grant Program are required to report, at a minimum, the following information to CDE:**
  - Mid-year program reports on January 31, 2018; and
  - Annual program reports on July 31, 2018.
  - (See Attachment C for Progress Report Questions)
- **This reporting will include:**
  - The instructional programs and services for which the Adult Workforce Development Partnership used the grant.
  - The number and demographics of adult students who participated in each of the types of programs and services provided.
  - The educational progress made by participating students as measured by standardized tests and training completion.
  - The number of students who transitioned to postsecondary or skills training.
  - The number of students who received workforce services, including the number of students who entered and retained employment.
  - The number and types of partnerships and how they helped support adult learners and their families.

Evaluation and Reporting (cont.)

- **A Local Education Provider that receives a multi-year grant must annually submit to the office the necessary information to determine whether the Adult Workforce Partnership is making sufficient progress toward achieving the goals of the Adult Education and Literacy Act.**
  - **Note:** the data requested above will be collected through the state data collection system. Data collection system parameters can be found on RFP pages 8 and 9.

- **CDE may also audit the records and accounts of grant recipients relating to grants awarded pursuant to this article. Members of the Adult Workforce Partnership must make the records and accounts applicable to this grant program available to CDE upon request.**

Data Privacy

- **CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared, and stored.**

- **Therefore, CDE provides a secure online system known as SEES (Student Engagement and Evaluation System), to collect information, survey responses, and PII for this grant program.**

- **PII will be collected, used, shared, and stored in compliance with CDE's privacy and security policies and procedures.**

Submission and Review Process

Submission Process

- **Letter of Intent: If interested in applying for this funding opportunity, please submit the Letter of Intent (see Attachment D) via SurveyMonkey at https://www.surveymonkey.com/r/adulted2016_loi by Friday, December 16, 2016, by 11:59 pm.**
  - This allows CDE to plan for the review process and communicate with prospective applicants should a need arise.

- **Applicants need to submit electronic copies of their application. An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by Wednesday, February 1, 2017, by 11:59 pm.**

Submission Process (Cont.)

- **The electronic version should include all required components of the application as one document. Please attach the electronic budget spreadsheet in Excel format as a separate document.**

- **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 electronic application within 24 hours of the deadline, please email CompetitiveGrants@cde.state.co.us.**

Review Process

- **Applications will be reviewed by CDE staff to ensure they contain all required components.**

- **This is a competitive process – <u>applicants must score at least 50 points out of the 75 points possible to be approved for funding</u>.**

- **Applications that score below 50 points may be asked to submit revisions that would bring the application up to a fundable level.**

- **There is no guarantee that submitting an application will result in funding or funding at the requested level. All application decisions are final.**

- **Applicants will be notified of final award status no later than Wednesday, March 15, 2017.**

Required Elements

Application Format

- **All pages must be standard letter size, 8-1/2" x 11".**

- **The narrative must address, in sequence, each of Sections A-D identified in the Selection Criteria and Evaluation Rubric (see pages 13-15). State each Part number as a bolded subheading.**

- **The total narrative (Part II Sections A-D) of the application cannot exceed 10 pages.**
  - Applications that deviate from the outlined sequence and format or that do not contain Part II Narrative Sections A-D within the 10-page limit will not be scored.
  - Other than the Letter of Commitment, attachments or addendums cannot be utilized to address the required elements or be factored into the scoring and are therefore discouraged.

- **Use 12-point font, single line spacing, and 1-inch margins.**

- **Number all pages.**

- **The cover/signature page must include original signatures of the applicant's fiscal agent.**

Required Elements

- **The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See the Selection Criteria and Evaluation Rubric for specific information needed in Part II Sections A-D (see pages 13-15).**
  - Part I: Application Introduction (not scored)
    - Part IA: Cover Page – Applicant Information
    - Part IB: Partnership Signature Page
    - Part IC: Program Assurances Form
    - Executive Summary
    - Table of Contents
  - Part II: Narrative (scored)
    - Section A: Needs Assessment
    - Section B: Proposed Project Description
    - Section C: Evaluation and Reporting
    - Section D: Budget Narrative and Electronic Budget
  - Required Attachments
    - Program Partners Letters of Support
      (Not included in page limit but not to exceed five (5) additional pages)

Section A: Needs Assessment

Section A: Needs Assessment	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
Applicants should demonstrate: • Clear connections between needs of the population, employment opportunities, and other service providers. • Strong justification for projected goals of project.			

1) Provide detailed information on the following demographics of the population of the region:
   • Ethnic minorities;
   • Individuals who do not have a high school diploma or equivalency and are not enrolled in an Adult Education program; and
   • Individuals who are on public assistance.
	0	3	5

2) Provide detailed information on the local job market including sector partnerships activity, major local industries or employers, industries with the highest employment demand, average wage, and unemployment statistics.	0	3	5
3) Provide information on the number of other Local Educational Providers, post-secondary and training providers, workforce training providers, and other support service providers in the region (including those that provide transportation, child care, and other family-centered support).	0	3	5
Reviewer Comments:			
Total			**/15**

Section B: Proposed Project Description

Section B: Proposed Project Description	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
1) Communicate the applicant's and partners' success in enabling adults to attain basic literacy and numeracy skills, in attaining postsecondary education or training and in attaining employment.	0	3	5
2) Provide a thorough and concise description of the instructional program that the applicant plans to implement using grant funds and how it connects to a career pathway.	0	3	5
3) Provide a concise description of the planned workforce partnership, including services and responsibilities of each of the partners. *Attach letters of support from partners following the application narrative (not included in the page limit, but limited to no more than 5 pages).*	0	3	5

Section B: Proposed Project Description (cont.)

Section B: Proposed Project Description (cont.)	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
4) Provide a thorough and concise description of the professional development program that the applicant plans to implement for partnership members to assist adult students achieve their educational and career goals.	0	3	5
5) Provide a description of how the program and/or partners will provide family-centered support services to the adult learners (including barriers such as transportation, child care, and financial assistance for education and training).	0	3	5
6) Provide a sustainability plan for the proposed program beyond the expected grant funding cycle.	0	3	5
7) Provide a clearly detailed timeline for implementation. Timeline identifies major implementation activities, interim benchmarks, the date by which they will be accomplished, and the person(s) responsible.	0	3	5
Reviewer Comments:			
Total			/35

Section C: Evaluation and Reporting

Section C: Evaluation and Reporting	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
Applicants should demonstrate: • Partnership has ability to collect required demographic, educational, and program data; and • Program director takes responsibility for accurate data and program collection and reporting.			
1) Describe the evaluation process and tools to track progress on measurable student outcomes that the applicant expects to achieve as a result of implementing the proposed program including: a. The instructional programs and services for which the Local Education Provider will use the grant; b. The number of adult students who will participate in each of the types of programs and services provided; c. The educational gains expected by participating students as measured by standardized tests and training completion; d. The number of students who will be transitioned from basic education services to postsecondary or skills training; and e. The number of students who will receive workforce services, including the number of students who enter and retain employment. Include frequency of collection and who will be designated to coordinate data tracking and analysis.	0	3	5

Section C: Evaluation and Reporting (cont.)

Section C: Evaluation and Reporting (cont.)	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
2) Provide a thorough but concise description of how the applicant intends to use a continuous improvement process to evaluate the expected goals of the proposed program.	0	3	5
3) Describe the process to evaluate and respond to the effectiveness of the partnership.	0	3	5
Reviewer Comments:			
Total			/15

Section D: Budget Narrative and Electronic Budget

Section D: Budget Narrative and Electronic Budget	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
(Electronic Budget Form does not count toward page limit; Budget Narrative included in the 10-page limit)			
1) Complete and attach the Budget Spreadsheet (Excel file). List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope and sustainability of project activities and demonstrate how funds will be used for supplementary services. **Item Description Example:** .X FTE for [role or title] at $xxxxx per [hour or month or year] times [x per hours or months or year]	0	3	5
2) In addition to submitting the electronic budget, include a Budget Narrative (included in the 10-page limit) in a narrative format that addresses the following criteria: • Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Proposed Project Description (Section B). • Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds.	0	3	5
Reviewer Comments:			
		Total	/10

Questions?

- **For program questions, contact:**
  - Jennifer Jirous-Rapp, Ph.D., State Programs and Pathways Manager
    (303) 866-4812 | jirous_j@cde.state.co.us

- **For fiscal/budget questions, contact:**
  - Marti Rodriguez, Office of Grants Fiscal
    (303) 866-6769 | Rodriguez_M@cde.state.co.us

- **For application-specific questions, contact:**
  - Anna Young, Office of Competitive Grants and Awards
    (303) 866-6250 | Young_A@cde.state.co.us