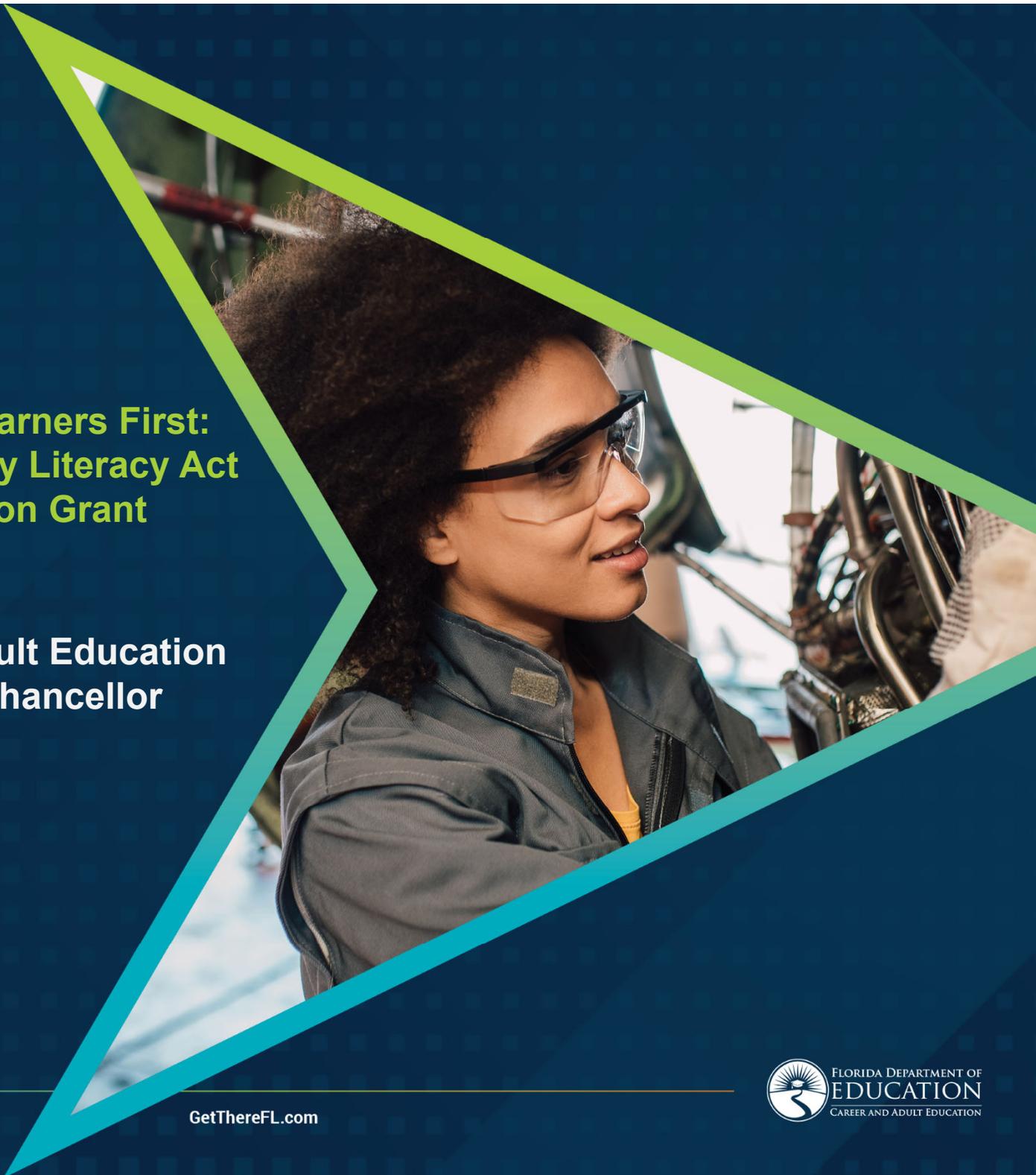


**Putting Florida's Adult Learners First:
Adult Education and Family Literacy Act
2022-2023 Continuation Grant**

**Division of Career and Adult Education
Tara Goodman, Vice Chancellor**



2022-2023 Funding Opportunity Webinar

Adult Education and Family Literacy Act

Three Individual Continuation Grant Applications:

- Adult General Education (AGE) - Sec. 231.
- Integrated English Literacy and Civics Education (IELCE) - Sec. 243.
- Corrections Education (CE) - Sec. 225.

Due Friday, May 6, 2022

<https://www.fldoe.org/WIOAGrants/>

How to submit questions during the webinar

You may submit questions during the presentation through the webinar "questions" feature.



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Welcome and Introduction

Gloria Spradley-Brown

2022-2023 Funding Allocations

Adult Education and Family Literacy Act (AEFLA) Continuation Grant Year

Adult General Education	\$ 33,851,744
Integrated English Literacy and Civics Education	\$ 8,853,863
Corrections Education	<u>\$ 2,100,000</u>
Total	\$ 44,805,107

- Budget and Program Performance Period: July 1, 2022 to June 30, 2023
- Funding is contingent upon approval by the U.S. Dept. of Education

Webinar Goals

To provide:

- Funding opportunities information.
- Pertinent programmatic information.
- Performance reporting requirements.
- Instruction to complete the required forms.
- Request for Application (RFA) submission requirements.

Webinar Agenda

- Florida's Vision for Adult Education.
- Funding Opportunity Overview.
- Grant Application Requirement Overview.
- Resources to Assist with Grant Preparation.
- Additional Grant Information.
- Submitting a Grant Application.



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Florida's Vision for Adult Education

Tara Goodman

Florida's Vision for Adult Education

- Expanding education and economic opportunity for more Floridians is a key priority and a primary goal of adult education.
- Florida's vision commits to set a course that by 2030, adult education students earn tangible outcomes that will put them on a path to employment and lifelong success.

Florida's Vision for Adult Education

The vision of Florida's adult education system is to hold learners at the center and deliver outcomes that promote full participation in the workforce, result in high-quality credentials of value and close achievement gaps.

Florida's Strategic Priorities

- **Priority 1:** Promote regional partnerships to ensure comprehensive approaches that result in improved learner outcomes.
- **Priority 2:** Expand the state's talent pipeline through attainment of credentials of value and acquisition of postsecondary certifications, industry-recognized credentials and degrees.

Florida's Strategic Priorities

- **Priority 3:** Ensure all learners receive high quality instruction that prioritizes measurable labor market needs and outcomes while working to eliminate equity and achievement gaps in the community.
- **Priority 4:** Incent, measure, and support enhanced program effectiveness.



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Adult Education Regionalization

Ashley Yopp

Adult Education Regional Partnerships

FDOE will move toward a regional partner development model for federal WIOA-AEFLA funds in the 2023-2024 fiscal year.

- All eligible providers will work together, within defined geographic regions, to develop collaborative proposals.
- FDOE will coordinate regional institutes and provide additional funding for provider participation.

Adult Education Regional Partnerships

- A national consultant has been selected to facilitate regional institutes under the coordination of IPDAE.
- Six regional institutes will take place around the state in Fall of 2022.
- Eligible providers will be given a supplemental allocation to fund all necessary activities related to developing regional partnerships. Providers will be expected to participate fully and work with local CareerSource boards and community partners.



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Funding Opportunity Overview

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Specific Federal Fund Source

Workforce Innovation and Opportunity Act of 2014

Title I - Workforce Development Activities

Title III - Amendments to the Wagner-Peyser Act

Title IV - Amendments to the Rehabilitation Act of 1973

Federal Program Name

Title: II - Adult Education and Family Literacy Act (AEFLA)

Three Individual Request for Applications (RFA) Continuation Grant Funds

- Adult General Education (Sec. 231).
- Integrated English Literacy and Civics Education (Sec. 243).
- Corrections Education (Sec. 225).

Important Grant Application Dates

- **Grant Application Webinar Events:**
 - **March 9, 2022** (10:00 am and 2:00 pm EST).
- **Application Due Date:**
 - **Friday, May 6, 2022.**
 - Must submit all application documents to OGM via ShareFile Folder#1 in the appropriate TAPS#:
 - TAPS# 23B022 – Adult General Education.
 - TAPS# 23B023 – IELCE.
 - TAPs# 23B021 – Corrections Education.
 - RFA submitted after June 30, 2022, the grant award start date will be the date received by FDOE.



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Adult General Education

Gloria Spradley-Brown

Funding Purpose and Priorities

Purpose:

AEFLA, Section 202 (1-4): Partnership among federal, states, and locals to provide, on a voluntary basis, adult education and literacy activities, in order to:

- Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency.
- Assist adults who are parents or family members to obtain the education and skills that:
 - Are necessary to becoming full partners in the educational development of their children.
 - Lead to sustainable improvements in the economic opportunities of their family.

Funding Purpose and Priorities (Continued)

- Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways.
- Assist immigrants and other individuals who are English language learners in:
 - Improving their reading, writing, speaking and comprehension Skills in English and mathematics skills.
 - Acquiring an understanding of the American system of government, individual freedom and the responsibilities of citizenship.

Target Population/Eligible Individual

Individuals eligible for adult education services according to AEFLA, Section 203(4), means an individual:

- Who has attained 16 years of age.
- Who is not enrolled or required to be enrolled in secondary school under state law.
- Who:
 - Is basic skills deficient;
 - Does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
 - Is an English language learner.

Eligible Providers (Section 203)

- Continuation Agencies – listed on the allocation chart

Type of Adult Education Grants:

Adult General Education (Section 231) - Designed to develop, implement and improve adult education and literacy activities, including support for Family Literacy (two-generation) activities.

Integrated English Literacy and Civics Education (Section 243) - Designed to prepare English language learners for and place such adults in unsubsidized employment that lead to economic self-sufficiency and integrate with the local workforce development system.

Corrections Education (Section 225) - Designed to support the cost of educational programs for criminal offenders in correctional institutions and for other institutionalized individuals.

Continuation Grant Applications: Adult General Education (Sec. 231) and Integrated English Literacy and Civics Education (Sec. 243)

2022-2023 Adult Education Funding Chart

Funding Stream	Programs Under Each Funding Stream	Allowable Activities Under Each Funding Stream	Funding Amount
Federal (AGE) (AEFLA Section 231)	<ul style="list-style-type: none"> Adult Basic Education, Adult Secondary Education OR English Language Acquisition Activities Integrated Education and Training (IET) (FDOE Requirement: Eligible Provider can ONLY use AEFLA funds to support IET programs approved by FDOE) 	<ul style="list-style-type: none"> Family Literacy (Two-Generation) IET Activities Workplace Preparation and Training Activities 	<ul style="list-style-type: none"> See allocation Chart in the Adult Education Grant Application Excel Workbook
Federal (IELCE) (AEFLA Section 243)	<ul style="list-style-type: none"> Integrated English Literacy and Civics Education in combination with Integrated Education and Training (IET) (FDOE Requirement: Eligible provider can ONLY use AEFLA funds to support IET programs approved by FDOE). 	<ul style="list-style-type: none"> English Language Instruction Rights and responsibilities for citizenship and civics participation IET Activities Workforce Preparation and Training Activities 	<ul style="list-style-type: none"> See allocation Chart in the Adult Education Grant Application Excel Workbook

Continuation Grant Applications: Corrections Education

2022-2023 Adult Education Funding Chart

Funding Stream	Programs Under Each Funding Stream	Allowable Activities Under Each Funding Stream	Funding Amount
Federal (AGE) Corrections Education (AEFLA Section 225)	<ul style="list-style-type: none"> Literacy activities Secondary School Credit English Language Acquisition Activities Integrated Education and Training (IET) Activities Workplace Preparation and Training Activities Special Education Programs as determined by the eligible agency Concurrent Enrollment Transition to re-entry initiatives and other post-release services with the goal of reducing recidivism (FDOE Requirement: Eligible Provider can ONLY use AEFLA funds to support IET programs approved by FDOE) 	<ul style="list-style-type: none"> Family Literacy (Two-Generation) IET Activities Workplace Preparation and Training Activities English Language Instruction Rights and responsibilities for citizenship and civics participation IET Activities Workforce Preparation and Training Activities 	<ul style="list-style-type: none"> See allocation Chart in the Corrections Education Grant Application Excel Workbook



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Integrated Education and Training (IET)

Ashley Yopp

Integrated Education and Training (IET)

As part of the continuation year, providers are required to submit one additional IET Program of Study plan for each funding stream.

- Providers will be able to submit a justification to waive this requirement.

Note: If you already have two approved IET programs (for each funding stream), you are not required to submit an additional IET.

- Please include the name of the approved IET programs in the workbook of your application.

Integrated Education and Training (IET)

Submission of a New IET Program:

Must use the IET Program of Study Template Form. Please see the following steps of the form for guidance.

Step 2: Shared Learning Objectives Template

Include the specific Adult Education standards from the FDOE Curriculum Frameworks.

- Include specific English Language Proficiency standards for IELCE grants.

Step 4: Identify the Credentials of Value (COV)

- Include the Industry Certification name, Post-secondary course name and codes that a student could complete or enroll in during the IET program.



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Grant Application Requirements Overview

Three Continuation Grant Applications

Adult General Education (Sec. 231)

Integrated English Literacy and Civics Education (Sec. 243)

Corrections Education (Sec. 225)

Grant Application Requirement Overview

- Continuation Agencies (ONLY)
- Three Individual Grant Applications
- Narrative Sections Requirements
- Update the Narrative sections A - M
- Alignment with the Federal 13 Considerations
- Individual Excel Workbooks
- General Federal Information
- Application Attachments



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Narrative Sections Requirements

Continuation Grant Application Conditions

1. Continuation Grant Application serves as year **two (2)** of the comprehensive plan where eligible providers must articulate their continuous delivery of quality education instructional services.
2. Written narrative should comprise of any updates and changes.
3. Align adult education services with the needs outlined with the Local CareerSource Workforce Development Board local plan.
 - Must provide Memorandum of Understanding (MOU) and Infrastructure Cost agreement information.
 - See the MOU resources on the Division's website.
4. Develop at least one integrated Education and Training (IET) program.
 - If you already have two (2) FDOE approved, you are not required to submit an additional IET Program of Study.
 - See Implementation Guide for the IET program waiver process.

Grant Application Conditions

5. Collect and report accurate and valid student demographic and performance outcome data.
6. Must have at least two IET programs for each funding source (AGE, IELCE, and Corrections Education) unless a justification waiver is submitted.
7. Participate in an Adult Education Regional Asset Map and Regional Needs Assessment.
 - Identify full set of potential regional partnerships to support regional workforce needs, delivery of programs and services contributing to student success.
 - Department will release additional guidance and supplemental funds to support this effort.
8. Ensure all other federal requirements, required information, use of funds, reporting, monitoring, compliance and

Continuation Grant Application Overview and Submission Requirements

- 1. Revisions to the Grant Narrative:** Submit any updates/revisions to your agency's original grant application as needed in the narrative section of the Continuation RFAs.
- 2. Narrative Sections:** All sections **MUST** be addressed:
 - Sections that require a written response (**MUST** provide a **“Written Response”** in the space provided); or
 - Sections that offer the option for no planned changes (**MUST** write **“No Planned Changes”** in the space provided).
- 3. Excel Workbook:** Complete the workbook tabs.
- 4. Update the Budget:** Complete workbook tab.

Program Narrative

Priority 1: Promote regional partnerships to ensure comprehensive approaches that result in improved learner outcomes.

- **Part A:** Planning for a Regionalized Adult Education Service Delivery Approach to Improve Learner Outcomes:
 - **Must provide a written response.**
- **Part B:** Current Needs Assessment:
 - **Must write “No Planned Changes.”**
- **Part C:** Regional Partnerships and Collaborative Networks:
 - **Must provide a written response.**
- **Part D:** Partnership with Local Workforce Development Board and Alignment:
 - **Must provide a written response.**
 - All AEFLA applications are required to be aligned with all the WIOA LWDB plans within the adult education region.

Program Narrative Priority 1

- **Part D:** Partnership with Local Workforce Development Board and Alignment:
 - Current plan must align its services with and contribute to the local One-Stop Center to meet the goals identified in the LWDB plan.
 - Formal or informal agreements (MOUs, MOAs, contracts).
 - Complete the **Sub-Recipient Form** in the Adult Education Excel grant application workbook.

Program Narrative

Priority 2: Expand the state’s talent pipeline through attainment of credentials of value and acquisition of postsecondary certifications, industry-recognized credentials and degrees.

- **Part E:** Integrated Education and Training Programs of Study:
 - **Must write “No Planned Changes”**.
 - IET Offering Summary – Excel Workbook.
 - Integrated Education and Training Program of Study Template.
 - AEFLA funds can **ONLY** be used to support IET programs that are prior approved by FDOE.
- **Part F:** Data Driven Credentials of Value through IET:
 - **Must write “No Planned Changes”**.
- See the Implementation Guide for IET information.

Program Narrative

Priority 3: Ensure all learners receive high quality instruction that prioritizes measurable labor market needs and outcomes while working to eliminate equity and achievement gaps in the community.

- **Part G:** Quality Program Offerings:
 - **Must provide a written response.**
 - Complete the **Program Offerings Summary Form.**
- **Part H:** Technology and Online Learning:
 - **Must write “No Planned Changes”.**
- **Part I:** Instructional Personnel and Professional Development:
 - **Must provide a written response.**
 - Complete the **Personnel Chart.**

Program Narrative

Priority 4: Incent, measure, and support enhanced program effectiveness.

Part K: Performance Outcomes:

- **Must provide a written response.**

- Complete the following:

a. Enrollment and Performance Chart.

This chart will document the anticipated enrollment and performance of enrollees during the year-two plan (2022-2023) period.

Part L: Comprehensive Performance:

- **Must provide a written response.**
- Data management information system
- Collection, entry, attestation, correction of errors and resolution of issues in the data management system
- Current limitations
- Reporting - National Reporting System (NRS)

Program Narrative Budget and Other Responses

- **Part M: Budget Narrative:**
 - **Must provide a written response.**
 - Complete the individual workbooks Budget DOE101S Form for each funding stream:
 - AGE WIOA Section 231.
 - IELCE WIOA Section 243.
 - Corrections WIOA Section 225.
- **Other Narrative Requirements:**
 - **Must provide a written response.**
 - Support for the Strategic Plan.
 - General Education Provisions Act (GEPA) – For Federal



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Attachments

Attachments: Grant Applications

- Florida's Adult Education Priority with the WIOA and State Considerations
- List of Florida's CareerSource Board/Local Workforce Development Boards (LWDB)
- Integrated Education and Training Program of Study Template
- DOE 100A Form
- Grant Application Checklist



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Workbook Introduction

Three Individual Excel Workbooks

Adult Education

Integrated English Literacy and Civics Education

Corrections Education

Excel Workbook Tabs

- Enrollment-Performance
- Program Offering Summary
- IET Offering Summary
- Personnel Chart
- Sub-Recipient
- DOE 101S, Budget Narrative Form
- Project Equipment Purchases Form *if applicable*
- Allocation Chart

Key Individual Workbook Tab Summary

Enrollment and Performance Summary Tab (K.4)

- This form will document the anticipated enrollment and performance of enrollees during the year two plan period.

Program Offering Summary Tab (G.3)

- This form will summarize all planned program offerings in the 2022-2023 year and be used to demonstrate the size and scope of the adult education instructional services that will be available during the year two plan.

Key Individual Workbook Tab Summary

Integrated Education and Training (IET) Offering Summary Tab (E.4)

- This form will summarize all planned and approved program IET offerings in the 2022-2023 year and demonstrate the size and scope of the IET program(s) available during year two plan.

Adult Education Personnel Chart Tab (I.4)

- This form will document the instructional personnel available during the 2022-2023 year.

Key Individual Workbook Tab Summary

Sub-recipient Tab (C.3 (if applicable); D.1(c))

- Use this form to list the current LWDB/One-Stop(s), other partners who function as a sub-recipient or anticipated sub-recipient role as part of this year two plan.

Note: Grant applications with Sub-Recipient and Contractual Agreements must be accompanied by a formal, properly executed (agency head or designee's signature and subcontractor signature), clear and comprehensive agreement which provides the legal basis for enforcement before rendering any contractual services.

Key Individual Workbook Tab Summary

Budget Narrative Form -DOE 101S (Part M)

- Instructions for filling out the DOE 101S can be found in the adjacent tab in the workbook. A sample budget form is also found in an adjacent tab in the workbook.

Projected Equipment Purchases Forms

- Instructions for filling out the projected equipment purchase form are embedded in the form at the bottom.



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Additional Grant Information

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General Information

- State Performance Accountability:
 - Data-driven system.
 - Established state performance targets negotiated annually with federal office.
 - Local providers will be expected to meet State Targets.
- General Terms, Assurance and Conditions for Participation in Federal and State Programs:
 - Must be signed by current agency head.
 - FDOE will accept electronic signatures.

General Information (Continued)

- Risk Analysis:
 - DOE 610 - School Districts, State Colleges, State Universities and State Agencies.
 - DOE 620 - Governmental and Non-Governmental Entities.
- State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02):
 - The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act.

General Information (Continued)

- Administrative Costs:
 - Includes indirect cost.
 - Not to exceed 5%.
 - Positions such as project coordinator, accountant, clerical staff or other positions not directly involved in instructional activities of students are considered administrative.
 - Travel, equipment and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel professional development directly related to Adult Education and Family Literacy students.

General Information (Continued)

Program Income: Federal

- Must identify their selected program income reporting method. 2 C.F.R. 200 of the Uniform Guidance, 200.307 – Program Income
- [Green Book](#) describe the ways for applying program income to the AEFLA grants:
 - **Deduction.** Ordinarily, program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project.
 - **Addition.** With prior approval (200.407 Prior Written Approval) of the Federal awarding agency, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purpose and the conditions of the Federal award.

General Information (Continued)

Program Income: Federal Continued

- All eligible providers requesting Adult Education Program Income (addition) method, must obtain prior written approval from the Florida Department of Education.
- **Agencies must submit their written request with their grant application.**
- If you have questions regarding fiscal reporting of program income, contact the DOE Comptroller's Office at (850) 245-9147.

General Information (Continued)

- Fiscal Control:
 - 2 C.F.R 200 in the Uniform Administrative Requirement.
 - Education Department General Administration Regulations (EDGAR).
 - Reference Guide for State Expenditures.
- Financial Consequences:
 - Awarded projects are periodically reviewed based on the progress made on the activities and deliverables.
 - Failure to meet the performance measures may result in additional performance reporting, submission of a program improvement plan, participation in training and/or decrease in payment commensurate to an applicable amount approved by FDOE.

General Information (Continued)

- Fiscal Requirements:
 - Must submit a completed DOE 101S, Budget Narrative form for each funding type (AGE, IELCE, Corrections Education).
 - Adhere to the “Green Book” and the General Assurances for Participation in Federal and State Programs.
 - Charges to federal projects for personnel costs, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted accounting principles.
 - All project grantees must submit a completed DOE 499 form, Final Project Disbursement Report Form to the Florida Department of Education, Comptroller’s Office, by the date specified on the DOE200 Project Award Notification.

General Information (Continued)

- Equipment Purchases:
 - Uniform Grant Guidance (UGG).
 - Florida Administrative Code, Rule, 691-72.002.
 - FLDOE Equipment Form.
 - Must record all equipment with a unit cost of \$5,000 or more:
 - Effective internal controls, DCAE requires agencies to maintain adequate records of all single items \$1,000 to \$4,999.
 - Items over \$5,000 must be inventoried as outlined in UGG, Section 200.313 Equipment.
 - Each agency will be required during the Quality Assurance and Compliance monitoring review to provide this information as requested.
 - Property records management, inventory and disposition requirements.

General Information (Continued)

- Payment Methods:
 - The funding method is designated by the approved method stated in the original DOE200 Award Notification.
 - Federal Cash Advance (Public Entities only as authorized by the FDOE).
 - Reimbursement with Performance.
- Records Retention:
 - Maintained for **five years** from the last day of the program or longer, if there is an ongoing investigation or audit.

Federal and State Requirements (Continued)

- Data Privacy Requirement

Students must be informed, in writing, that their personal and confidential information:

- Will be shared only among the WIOA core program partner staff and subcontractors.
- Will be used only for the purpose of conducting an employment data match and that further disclosure of personal confidential information or records is prohibited.
- Will not be shared among WIOA core partners if the individual declines to share personal confidential information or records and that declining to share will not impact eligibility for services.

Federal and State Requirements (Continued)

Local Workforce Development Board (LWDB) and Local One-Stop Infrastructure Cost

Execute a single “umbrella” Memorandum of Understanding with local LWDB to include:

- Local one-stop delivery system alignment with LWDB plan (34CFR §463.500(1), WIOA, Subtitle B, Chapter 1 §121(c)(2)(A)(I)).
- Infrastructure cost agreement with the local one-stop partner programs (34CFR §463.500(1)):
 - Contribute its proportionate share of local infrastructure costs based on proportionate use of the one-stop and relative benefit received by the grant.

Federal and State Requirements (Continued)

- Amount can not exceed statutory limitation on administrative cost of 5%.
 - Provide FDOE a copy of the agreement(s) prior to the issuance of the grant award notification.
 - Infrastructure funding of the one-stop delivery system may be found in the resource document entitled *Overview of Key WIOA and AEFLA Provision*.



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Submitting a Grant Application

Continuation Grant Application Submission

- **Application Due Date:**

- Office of Grants Management via ShareFile Folder #1:
**TAPS# 23B021 - Corrections Education; TAPS# 23B022 – AGE; or
TAPS# 23B023 - IELCE.**

- **Upload Three Files:**

- **File One (PDF)** - Submit a combined PDF file (see checklist).
 - Naming convention: 999 Agency Name AGE/IELCE/CORR.pdf.
- **File Two (Word)** - IET Program of Study (Word file).
 - Naming convention: 999 Agency Name IET Program AGE/IELCE/CORR.doc.
- **File Three (Excel)** - Workbook (Excel file).
 - Naming convention: 999 Agency Name AGE/IELCE/CORR workbook.xlsx.
 - **Replace the number “999” with your agency grant number.**



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Continuation Year Method of Review

Continuation Grant Application Method of Review

- All eligible providers' continuation applications will be reviewed for approval by Florida Department of Education staff using the criteria specified in the Adult Education and Family Literacy Act, and the items outlined in each RFA document.
- Eligible providers may be asked to revise and/or change content stated in their application in order to be approved for funding.
- Fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement and DCAE Office of Grants Management staff.
- The Department reserves the right to negotiate with all responsive Recipients, serially or concurrently, to determine the best-suited solution.



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Participants' Questions



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