

Putting Florida's Adult Learners First: Adult Education and Family Literacy Act 2021-2023 Grant Competition

Division of Career and Adult Education
Henry Mack, Chancellor



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

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

Chancellor Henry Mack

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, resulting in high-quality credentials of value, and close equity and 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.



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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 II - Adult Education and Family Literacy Act

Title III - Amendments to the Wagner-Peyser Act

Title IV - Amendments to the Rehabilitation Act of 1973

Title V - General Provisions

Adult Education and Literacy Activities

Funds must be used to supplement (not supplant), AEFLA activities as defined in Section 203(2), program and services that include:

- Adult Education
- Literacy
- Workplace adult education and literacy activities
- Family literacy activities (two-generation)
- English language acquisition activities
- Integrated English literacy and civics education
- Workforce preparation activities
- Integrated education and training



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Integrated English Literacy and Civics Education (Section 243)

Kathleen Taylor

Integrated English Literacy and Civics Education (IELCE) Program funded under Section 243 Cont.

Requirements for IELCE Program Eligible Providers

1. Include:

- Literacy and English language acquisition
- Instruction on the rights and responsibilities of citizenship and civic participation
- Integrated education and training

2. Are designed to:

- Prepare and place ELLs in unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency.
- Integrate with the local workforce development system to carry out the program's activities.



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Corrections Education and Other Institutionalized Individuals (Section 225)

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Corrections Education and Other Institutionalized Individuals (Section 225)

- Use of Funds

For the cost of education programs for criminal offenders in the correctional institutions and for other institutionalized individuals, including academic programs for -

1. adult education and literacy activities (same as AGE)
2. special education, as determined by the eligible agency
3. secondary school credit
4. integrated education and training

Corrections Education and Other Institutionalized Individuals (Section 225)

- Use of Funds (Continued)
 5. career pathways
 6. concurrent enrollment
 7. peer tutoring and
 8. transition to re-entry initiatives and other post-release services with the goal of reducing recidivism.



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Grant Application Requirements Overview

Consolidated Grant Application

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

Individual Grant Application

Corrections Education (Sec. 225)

Grant Application Requirement Overview

- Types of Grant Applications
- Demonstrated Effectiveness
 - Pre-Screening Requirements
- Narrative Sections Requirements
 - Priority Areas 1 through 4
 - Narrative sections A - M
 - Alignment with the Federal 13 Considerations
- Workbook Introduction
- General Federal and Information
- Application Attachments



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Demonstrated Effectiveness

Pre-Application Screening Requirement

Demonstrated Effectiveness – The Basics

- **MUST** demonstrate effectiveness, by providing data on improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy in the -
- **Content domains of:**
 - reading, writing,
 - mathematics, and English language acquisition (ELA),
 - and other subjects relevant to the state (civics, citizenship education, workforce preparation, employability skills).
- **Outcomes for participants in related areas of:**
 - employment,
 - attainment to a secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.



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Narrative Sections Requirements

Priority #	Florida Adult Education Priorities	Points in Application
1	Promote regional partnerships to ensure comprehensive approaches that result in improved learner outcomes.	25 Points
2	Expand the state's talent pipeline through attainment of credentials of value and acquisition of postsecondary certifications, industry-recognized credentials and degrees.	25 Points
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.	25 Points
4	Incent, measure and support enhanced program effectiveness.	25 Points
	Budget Narrative	15 Points

Grant Application Conditions

All Grant Application Types **MUST** adhere to the following:
(AGE, IELCE and Corrections Education)

1. Evidence of demonstrated effectiveness
2. Grant Application two-year plan the articulates a comprehensive plan for quality education instructional services
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. Collect and Report accurate and valid student demographic and performance outcome data

Grant Application Conditions

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 assurances

The Intent of Priority 1 is to promote the development of regional partnerships to:

- Provide the full spectrum of services for all adult learners, including transitions to postsecondary and employment.
- Braid state and federal funding, public systems assets and resources for greater impact.
- Communicate and share regional issues and best practices.
- Coordinate outreach to regional businesses.
- Promote regional labor market and skills gap analyses, identify credentials of value needed, and coordinate for employment in target sectors.
- Conduct inclusive regional strategic planning by engaging more diverse partners.
- Respond jointly to funding opportunities; and
- Unite if/when regionally disruptive events like business closures or climate-related events occur.

Program Narrative

Priority 3 -

- **Part G: Quality Program Offerings**
 - Complete the **Program Offerings Summary Form**
- **Part H: Technology and Online Learning**
- **Part I: Instructional Personnel and Professional Development**
 - Complete the **Personnel Chart**
- **Part J: Activity: Family Literacy (Two-Generation) Models**
 - Not scored, if offered

Program Narrative

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

The Intent of Priority 4 is to:

- Develop a comprehensive program performance monitoring system to ensure reporting, data analysis, and continuous improvement practices
- Support learner and program outcomes during the life of the two-year transition period and set a foundation for transition to a regional delivery approach.
- This RFP promotes the critical role qualitative and quantitative data play in driving continuous improvement in adult education programs.

Program Narrative

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

Part K: Performance Outcomes

- Complete the following:
- **Adult Education Demonstrated Effectiveness Tables**
 - This table is used to document both demonstrated effectiveness and past effectiveness
 - Applicants Previously Funded Tables
 - Applicants NOT Previously Funded Tables.
- **Enrollment and Performance Chart**
 - anticipated enrollment and performance of enrollees

Program Narrative

Priority 4

Part L: Comprehensive Performance

- Data management information system
- How agency will engage in the 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**
 - Complete one DOE101S Form for each funding stream
 - AGE WIOA Section 231
 - IELCE WIOA Section 243
 - Corrections WIOA Section 225
 - Adult Education or Correction Education grant application workbooks
- **Support for the Strategic Plan**
- **General Education Provisions Act (GEPA) – For Federal Programs**
- **Dissemination Plan**



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Attachments

Grant Applications

- Local Workforce Development Board (LWDB) Plan Executive Summary
- List of Florida's CareerSource Board/Local Workforce Development Boards (LWDB)
- Integrated Education and Training Program of Study Template
- DOE 100 Form
- Grant Application Checklist



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Workbook Introduction

**Supplemental Consolidated Adult Education
and IELCE/Corrections Education**

Excel Workbook

Excel Workbook Tabs

- Demonstrated Effectiveness
- 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 (AGE and IELCE only)

Tabs in the Excel Workbook	Narrative Prompt/Application Reference Point
✓ Demonstrated Effectiveness – Currently Funded tab (1) and Not Previously Funded (2)	Section 2 K.4 (a)
✓ Enrollment Performance Summary	K.4(b)
✓ Program Offerings Summary	G.3
✓ IET Offering Summary	E.4
✓ Adult Education Personnel Chart	I.4

Tabs in the Excel Workbook	Narrative Prompt/Application Reference Point
✓ Sub-Recipients and Contractual Agreements, including Local Workforce Board Agreements Summary	C.3 (if applicable) D.1(c)
✓ DOE 101s for AGE (section 231); DOE 101s for IELCE (section 243) ✓ DOE 101s for Corrections Education (section 225)	Refer to Part M
✓ Budget Narrative Form (101s) Instructions	Refer to Part M
✓ EXAMPLE Budget Narrative Form (101s)	Refer to Part M
✓ Projected Equipment Purchases Forms (separate tabs for AGE (section 231), IELCE (section 243), and Corrections Education (section 225))	
✓ County Allocations for AGE (section 231), IELCE (section 243), and Corrections Education (section 225)	

Key Individual Workbook Tab Summary

Demonstrated Effectiveness Tabs (Section 2; K.4 (a))

There are two Demonstrated Effectiveness tables located in the Adult Education Excel grant application workbook and the Corrections Education Excel grant application workbook, applicants must complete the table which is appropriate for their agency:

- *Applicants Previously Funded Table or*
- *Applicants NOT Previously Funded Table.*

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 two-year plan period.

Program Offering Summary Tab (G.3)

- This form will summarize all planned program offerings in the 2021-2022 year and used to demonstrate the size and scope of the adult education instructional services that will be available during the two-year plan.

Key Individual Workbook Tab Summary

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

- This form will summarize all planned program IET offerings in the 2021-2022 year and demonstrate the size and scope of the IET program(s) available during the two-year plan.

Adult Education Personnel Chart Tab (I.4)

- This form will document the instructional personnel available during the two-year plan.

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 two-year 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 101 S (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.

Allocation Chart (AGE and IELCE)



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Resources to Assist with Grant Preparation

Kathleen Taylor

Resources to Assist with Grant Preparation

- Landing page: www.fldoe.org/WIOAGrants
- Implementation Guide
- Program Webinars
 - Registration links will be available on the landing page for all webinars
- Action to Take
 - Check for Updates/Corrections to the RFP and Workbook on the landing page
 - Review the webinar training schedule
 - Recorded trainings are available on this website

Resources to Assist with Grant Preparation

FDOE is partnering with ACE of Florida to present a series of webinars during the month of May. Each week a new set of webinars will be organized by priority.

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

- **May 4th - Quality Partnerships and Collaborative Relationships**
- **May 5th - Developing a Regional Consortium Relationship**
- **May 6th - LWDB Relationship Building and Regional Needs Assessment (partner asset mapping)**

Resources to Assist with Grant Preparation

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

- **May 11th - Overview of WIOA IET Definition/Resources**
- **May 12th - IELCE and IET**
- **May 13th - Mapping to Regional Needs/Credentials of Value**

Resources to Assist with Grant Preparation

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

- Dates TBD (week of May 17th)
- Topics: Two Generational Approach; Program Quality and Outcomes; Labor Market Information and Trends; High Quality Online Instruction

Resources to Assist with Grant Preparation

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

- Dates TBD (week of May 24th)
- Topics: Demonstrated Effectiveness and Past Effectiveness, Data Informed Program Effectiveness, Retention and Persistence (REL Southeast); Testing Requirements (pre- and post-testing); Accountability Measures and Effective Data Reporting



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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.
- **State of Florida, Executive Order 20-44**
 - Each grantee that annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department.

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 Cont.

- 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:**

- 2CFR 200 in the Uniform Administrative Requirement,
- Education Department General Administration Regulations (EDGAR), and
- 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 August 22, 2022.

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 \$1,000 or more
 - 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

- **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; and
- 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:

1. local one-stop delivery system alignment with LWDB plan (34 CFR 361.505),
2. infrastructure cost agreement with the local one-stop partner programs (34 CFR 361.720),
 - 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)

3. 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

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Method of Review



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Participants' Questions

Questions:

- The last date that questions will be answered is **June 11, 2021**.
- If you have questions related to this request for proposal, email Mallory Martinez, Mallory.Martinez@fldoe.org.
- All Frequently Asked Questions will be posted on the Program Office website at:
<http://www.fldoe.org/academics/career-adult-edu/funding-opportunities>.



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Tara Goodman, Vice-Chancellor
Division of Career and Adult
Education
Tara.Goodman@fldoe.org

Gloria Spradley-Brown, Chief
Bureau of Grants Administration
and Compliance
Gloria.spradley@fldoe.org

Kathleen Taylor, Chief
DCAE Program Development
Services
Kathleen.Taylor@fldoe.org

