



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Alaska Adult Education (AAE)

Request for Grant Application (RGA)
Overview

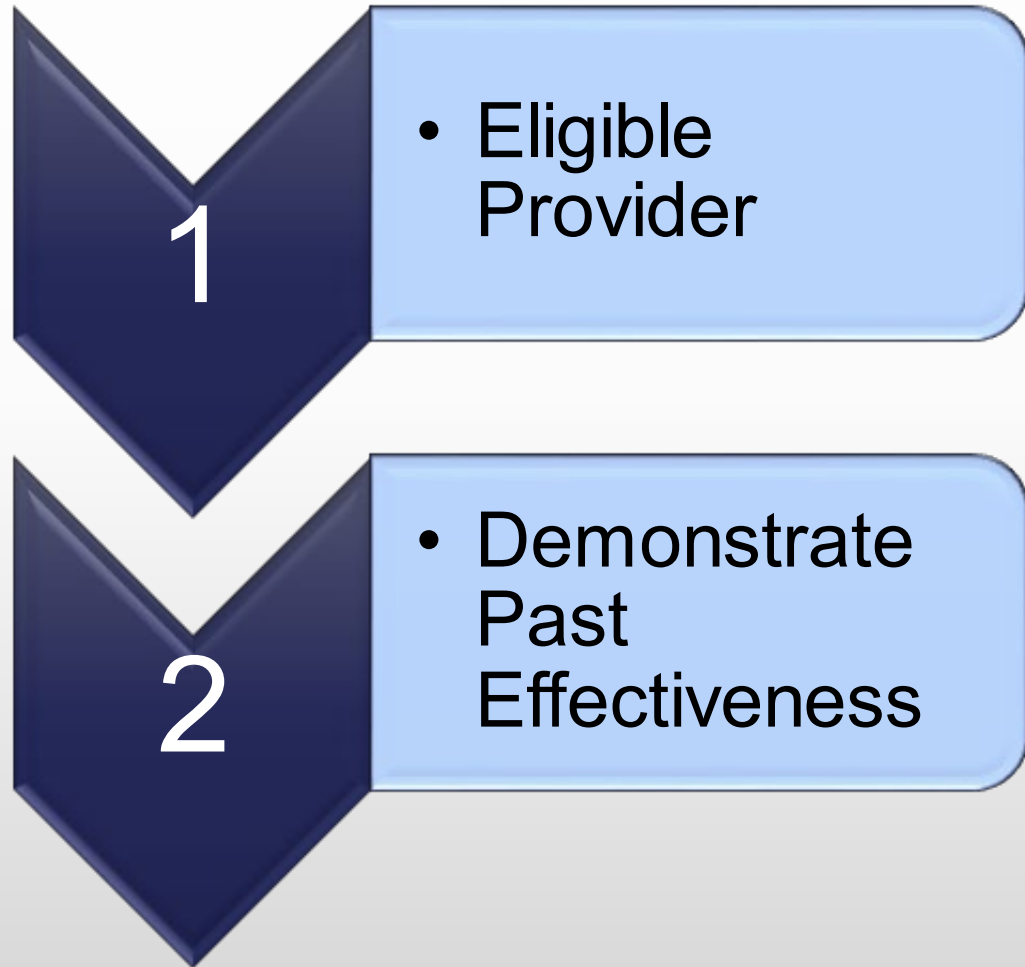
AAE GRANT PROJECT TIMELINE

Competitive Grant

Four year grant
period: July 1, 2021
to June 30, 2025

- › The RGA approves funding for the first year of the grant
 - July 1, 2021 to June 30, 2022
- › Renewal Years
 - Contingent on grantee's ability to successfully
 - › implement the terms of the grant,
 - › meet performance expectations, and
 - › provide regional adult education and literacy activities
 - Grantees must submit renewal package
- › All grant awards are subject to availability of funds from the federal government and legislative appropriation

INITIAL REVIEW PROCESS



- › Does the applicant meet the definition of eligible provider?
- › Has the applicant sufficiently demonstrate past effectiveness by providing performance data on their record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy?

ELIGIBLE PROVIDER

Eligible providers may include, but are not limited to:

- a) local educational agency;
- b) community-based organization or faith-based organization;
- c) volunteer literacy organization;
- d) institution of higher education;
- e) public or private nonprofit agency;
- f) library;
- g) public housing authority;
- h) nonprofit institution that is not described in any of paragraphs (a) through (g) of this section and has the ability to provide adult education and literacy activities to eligible individuals;
- i) consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of paragraphs (a) through (h) of this section; and
- j) partnership between an employer and an entity described in any of paragraphs (a) through (i) of this section. (WIOA, Title II, Section 203[5]; [34 CFR 463.23](#))

DEMONSTRATED EFFECTIVENESS

- › Reading;
- › Writing;
- › Mathematics; and
- › English as a second language (ESL) instruction
- › Employment;
- › Attainment of secondary school diploma or its recognized equivalent; and
- › Transition to postsecondary education and training.

Must complete Demonstrated Effectiveness Data Table 1a (previously funded under WIOA Title II) OR Table 1b (not been previously funded under WIOA Title II)

Each member of the consortium must provide performance data to demonstrate effectiveness.

Data must reflect program years (PY) 2018 (July 1, 2018 – June 30, 2019) and 2019 (July 1, 2019 – June 30, 2020)

APPLICATION DEADLINES

Grant Element	Important Dates
2021-2024 Request for Grant (RGA) posted	February 02, 2021
RGA and application overview teleconference	February 9, 2021
Grant submission overview teleconference	February 18, 2021
RGA inquiry questions due to AAE State Office	March 01, 2021
Answers will be posted to the AAE Grant Resources website	March 05, 2021
Regional grant application submitted to Alaska Adult Education office	April 15, 2021
DOLWD notifies applicants of eligibility status based on demonstrated effectiveness	April 23, 2021
Alaska Workforce Investment Board (AWIB) reviews proposed alignment with One-Stop Partners, provides comments and recommendations to review panel	April 26 – May 05, 2021
Review panel members evaluates and scores eligible applications	May 10 – May 21, 2021
Grant recommendations forwarded to the DOLWD Commissioner for final review and approval	May 28, 2021
Notice of Intent to Award / Notice of Denial of Award Issued – 10 day appeal period	June 11, 2021
Final Grant Award Notifications	June 25, 2021

ADULT EDUCATION AND LITERACY

ALASKA PROGRAMS ARE **REQUIRED** TO PROVIDE

- › Adult education;
- › English language acquisition activities;
- › Literacy; and
- › Workplace adult education and literacy activities

PROGRAMS MAY OFFER THE FOLLOWING ADDITIONAL ACTIVITIES

- › Family literacy activities;
- › Integrated English literacy and civics education;
- › Workforce preparation activities;
or
- › Integrated education and training

ADULT EDUCATION - CORRECTIONS

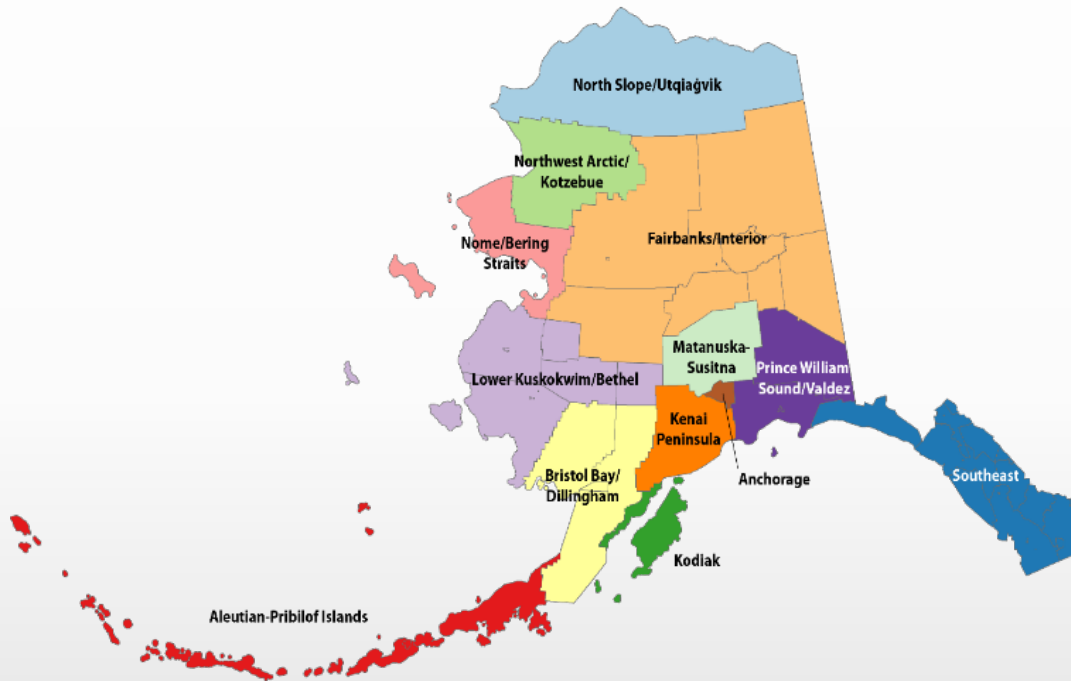
- › Adult education and literacy activities;
- › Special education, as determined by the eligible agency;
- › Secondary school credit, GED®;
- › Integrated education and training;
- › Career pathways;
- › Concurrent enrollment;
- › Peer tutoring; and
- › Transition to re-entry initiatives and other post release services with the goal of reducing recidivism.

INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION (IELCE)

- › Instruction in literacy and English language acquisition
- › Instruction on the rights and responsibilities of citizenship
- › Civic participation
- › Integrated education and training (IET) activities
- › IELCE grantee must design the program to:
 - 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
 - integrate with the local workforce development system and its functions to carry out the activities of the program

AAE ESTABLISHED REGIONS

Alaska Adult Education Regions



1. Aleutian-Pribilof Islands
2. Anchorage
3. Bristol Bay/Dillingham
4. Interior/Fairbanks
5. Kenai Peninsula
6. Kodiak
7. Lower Kuskokwim/Bethel
8. Matanuska-Susitna
9. Bering Straits/Nome
10. North Slope/Utqiagvik
11. Northwest Arctic/Kotzebue
12. Prince William Sound/Valdez
13. Southeast/Juneau

Two additional grants will be competed statewide; one for Integrated English Literacy and Civics Education (IELCE) and one for AAE services to be offered within the Department of Corrections' (DOC) institutional centers

GRANT REQUIREMENTS

- › Understand the differences between the grant requirements
 - Adult Education (page 9)
 - Integrated English Literacy And Civics Education (IELCE) (page 9-10)
 - Corrections (page 10)
- › Priority of Service
- › Co-enrollment
- › Academic programs

EVALUATION AND SCORING

- › Review panel will consist of a subject matter experts in adult education; experience in the implementation of state grants; and/or knowledge of the delivery of adult education in a variety of organizations
- › Evaluation criteria and scoring
 - Grant narrative that addresses the thirteen considerations
 - Budget narrative
 - Formatting
 - Grammar
 - Additional points available

SCORING

- › Each section will be scored using a value from 0 to 3 based on the thoroughness of responses
 - Absent (0 Points) - information is absent;
 - Limited (1 Point) - information is incomplete and/or lacked details;
 - Acceptable (2 Points) - information is clear and appropriate, but is limited in detail; or
 - Excellent (3 Points) - information is well written, easily understandable and complete, provides detailed examples

POINT VALUES

- › Applicants must score a minimum of 60 percent or higher to qualify for grant funding
 - Alaska Adult Education grant application: Max Points: 189; Min Points: 113; Max Additional Points Available: 6;
 - Corrections Education and the Education of Other Institutionalized Individuals grant application: Max Points: 195; Min Points: 117; Max Additional Points Available: 6;
 - Integrated English Literacy and Civics Education (IELCE) grant application: Max Points: 201; Min Points: 120; Max Additional Points Available: 3

APPLICATION COVER PAGE REQUIREMENTS

(Max Points: 3)

- › Contact Information, including Applicant Name (Agency submitting application)
- › Region of grant administration
- › Type of Organization (See [Eligible Provider](#) definition)
- › DUNS number
- › Program area of capability to address with grant funding
 - Adult Education
 - Corrections
 - IELCE

GRANT NARRATIVE REQUIREMENTS

- › Plan for adult education service delivery (max points: 12)
 - In-depth overview of the organization’s experience in serving adults, including providing adult education and literacy activities.
 - Outline proposed grant activities, the manner in which they will be implemented, and the organizational goals for adult education
 - Need in the community for services
 - › Plan for addressing that need.
- › WIOA thirteen considerations
 - All topics must be addressed and tables completed for the application to obtain points in each section.
 - Narrative should clearly identify each section
 - Funding under IELCE and/or Corrections must complete the thirteen consideration and additional statements as indicated within the considerations

WIOA THIRTEEN CONSIDERATIONS

1. Regional Needs Assessment with Labor Market Analysis (Max Points: 12)
2. Serving Individuals with Barriers, including Disabilities (Max Points-12/Corrections: 15)
3. Past Effectiveness (Max Points: 18)
4. Alignment with One-Stop Partners (Max Points: 9)
5. Intensity, Duration, and Flexible Scheduling (Max Points: 24/IELCE: 30)
6. Evidence-Based Instructional Practices and Reading Instruction (Max Points: 9)
7. Effective Use of Technology and Distance Learning (Max Points: 9/Corrections: 12)
8. Facilitate Learning in Context (Max Points: 6)
9. Qualified Instructors and Staff (Max Points: 15)
10. Partnerships and Support Services for Development of Career Pathways (Max Points: 9)
11. Learner Support Services (Max Points: 6)
12. High Quality Information and Data Collection System (Max Points: 18)
13. English Language Acquisition and Civics Education Activities (Max Points: 9/IELCE: 15)

ADDITIONAL CONSIDERATIONS

(Additional Available Points: 6/IELCE: 3)

- › Innovation in adult education practices or supportive activities that facilitate knowledge and skill development, secondary credential attainment, postsecondary credential attainment, and/or employment
- › Ability to describe intention to provide concurrent and contextual integrated education and training (IET).

BUDGET NARRATIVE

(Max Points: 9)

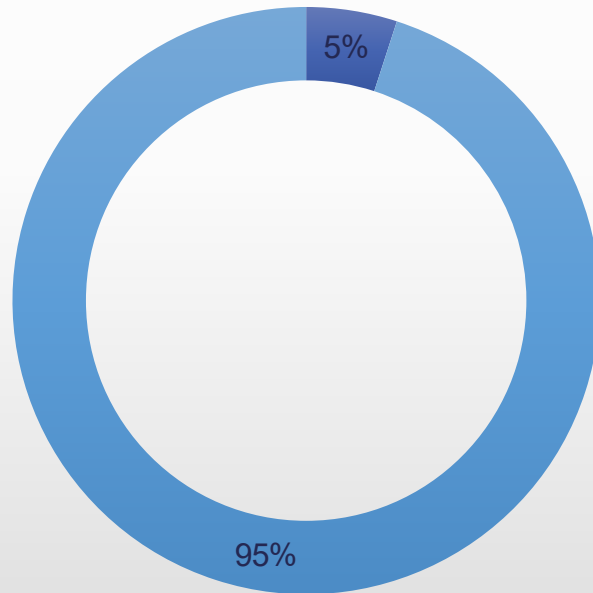
- › Programs may use current funding levels to estimate budgets
- › For programs not currently funded through AEFLA
 - provide a budget that is reasonable and practicable when estimating budgets
- › Budget narrative must be accompanied by the Project Budget Form 165
- › Narrative must include summary of cost by line item:
 - Personal Services
 - Travel
 - Contractual
 - Supplies
 - Equipment

FISCAL REQUIREMENTS

- › If you are using an Indirect Rate, be aware that AEFLA is a Supplement Not Supplant and under a restricted indirect rate
 - If approved for an indirect rate without a restricted indirect rate, under federal law, agencies may not use rates higher than eight percent
- › Adult Education and Family Literacy Act (AEFLA) grant shall supplement (support) and not supplant (replace) other State or local public funds expended for adult education and literacy activities

DIRECT INSTRUCTIONAL (PROGRAMMATIC) VS. ADMINISTRATIVE COST

Direct vs. Administrative Cost



■ Administrative Cost ■ Direct Instructional Cost

- › Administrative cost
 - Not more than five percent of a local grant can be expended on administrative costs
 - In cases where five percent is too restrictive, the eligible provider must negotiate with the AAE office to determine an adequate level of funds to be used for non-instructional purposes
- › Direct instructional (programmatic) cost
 - Encompass 95 percent of the grant award
 - Directly related to teaching students

PROGRAM INCOME

- › Grantees have the ability to charge a program fee for tuition, books, or other fees for participation in AAE services
- › Fees collected must follow Uniform Guidance Cost Principles policies for expenditure and cannot be used outside AEFLA related expenditures
- › Programs are required to establish policies indicating how fees are collected and used
- › Fees collected may not impose a barrier to student participation

STAFFING

- › Programs are required to have staff and/or volunteers that fulfill the essential job duties to meet the grant requirements
- › Job descriptions must accompany the grant narrative
 - Resumes are required for applicants who have not previously received AEFLA funding

APPLICATION MAY BE REJECTED

- › Obligatory signatures are missing;
- › Required application format, specified in this RGA, is not used;
- › Changes in the specification, terms, or conditions of this RGA are noted;
- › There is a conflict of interest;
- › When received after the grant closure period;
- › Applicant has been debarred or suspended by the state, or
- › Failure to demonstrate effectiveness



Thank You

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<https://jobs.alaska.gov/aae/>