



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Alaska Adult Education (AAE)

Grant Submission Overview
Program Year 2021

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

APPLICATION DEADLINES

Grant Element	Important Dates
2021-2024 Request for Grant (RGA) posted	February 02, 2021
RGA and application overview teleconference – Available on AAE Grant Resources website	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



APPLICATION DEADLINE

- › Grant applications must be submitted to the Alaska Adult Education office no later than 5:00 pm Alaska Standard Time (AKST), April 15, 2021. Applications received after this time will not be considered.
- › Additional documentation not attached to the original grant application will not be accepted.

GRANT SUBMITTAL

Email: ged@alaska.gov (ak.adult.ed@alaska.gov)

Mail:

Alaska Department of Labor and Workforce Development
Division of Employment and Training Services

AAE/GED Office

PO Box 115509

Juneau, Alaska 99811-5509

Fax: 907-465-4186

GRANT SUBMITTAL – AFTER AWARD

- Grantees must enter information into the DOLWD online grants management system
- Responsible include account profile, submission of original grant information, monitory reconciliation, and reporting



Demonstrated
Effectiveness
Table 1A or 1B



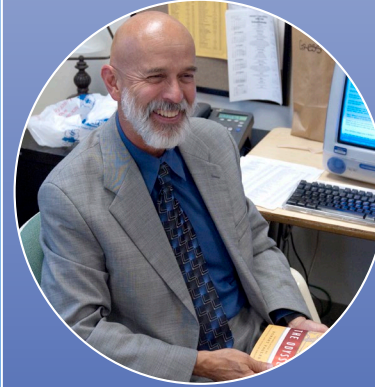
Application
Cover Page



Grant Narrative
Tables 2 & 3



Budget
Narrative &
Form 165



Additional
Documentation



Terms and
Conditions

APPLICATION COMPONENTS

APPLICATION FORMATING INSTRUCTION

Read the RGA and
instructions carefully
before submitting a
final application



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)

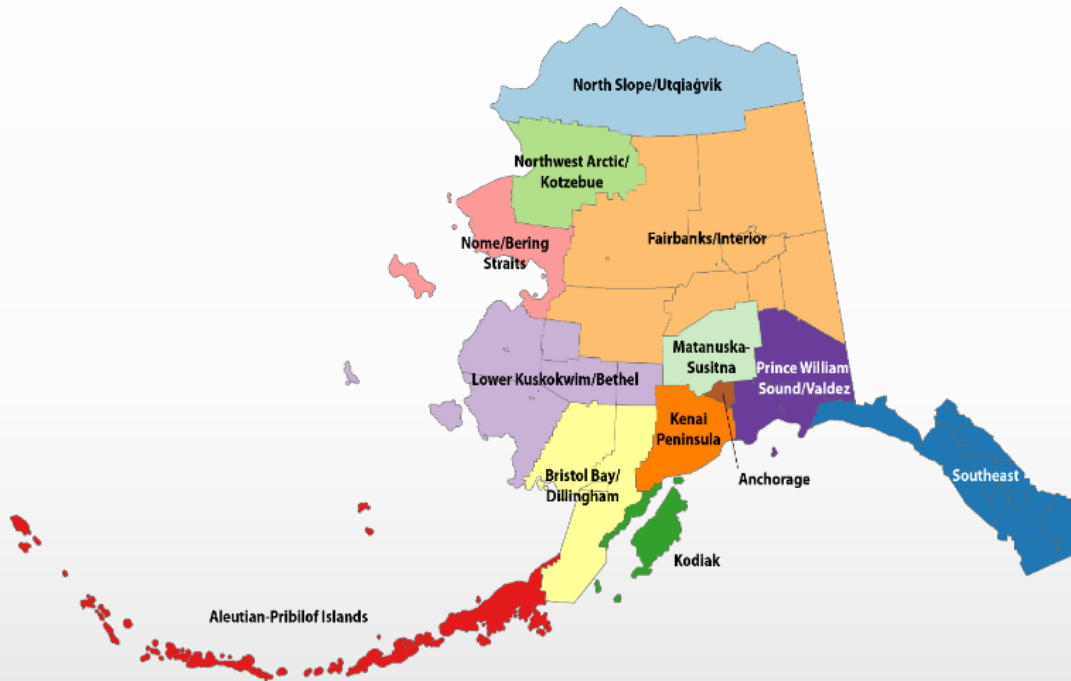
APPLICATION COVER PAGE REQUIREMENTS

(Max Points: 3)

- Contact Information, including Applicant Name (Agency submitting application)
- Region of grant administration
- Type of Organization (See Eligible Provider definition in RGA)
- DUNS number
- Program area of capability to address with grant funding
 - Adult Education
 - Corrections
 - Integrated English Literacy and Civics Education

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 NARRATIVE



- › Plan for adult education service delivery
- › WIOA thirteen considerations
- › Additional considerations
- › Grant narrative formatting
 - Not longer than 25 pages
 - Spacing minimum of 1.5
 - Minimum 12 point font
 - Margins must be “normal” 1 inch
 - Categories must be used to identify each section (i.e. Regional Needs Assessment)
 - Font on tables: not smaller than 10 point
 - Clear, concise, and easy to read

BUDGET NARRATIVE

(Max Points: 9)

- › **Budget narrative must be accompanied by the Project Budget Form 165 (jobs.alaska.gov/aae/grant_resources)**
- › Narrative must include summary of cost by line item:
 - Personal Services
 - Travel
 - Contractual
 - Supplies
 - Equipment
- › Budget Narrative section will be used by the review committee to better understand expenses
- › This does not replace program specific budget forms that are required if grant is awarded

ADDITIONAL DOCUMENTATION

- Proposed Class Schedule
- Job Descriptions
- Resumes (required if not previously received AEFLA funding)
- Indirect Cost Rates (if applicable)
- Letters of support (optional, but not scored)

TERMS AND CONDITIONS

- › Authorized representative of the agencies must print out, sign, and date the following:
 - Assurances and Certifications
 - Terms and Conditions
 - Certification Regarding Debarment and Suspension

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

Windy Swearingin

907-465-8714

ak.adult.ed@alaska.gov

jobs.alaska.gov/aae/

RGa INQUIRIES

ak.adult.ed@alaska.gov or

AAE/GED Office, Alaska
DOLWD, PO Box 115509,
Juneau, AK 99811-5509.

Email inquiries must indicate
the following in the subject
line: **RGa Inquiry**.

Deadline: March 01, 2021

