

**WIOA Title II  
Adult Education and Literacy (AEL)**

Grant Applicant Workshop

February 22, 2021



# Agenda

- Overview
- Program
  - Definitions
  - Requirements
- Completing the application
  - Appendices
  - Required components
  - How to set up and complete the budget proposal
  - How to submit the application and budget
- AOE website resources

## **AEL Grant Cycle and Competition**

Under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II, the States must compete AEL grant funding.



## Timeline

### FY22-23 Funding Competition

- February 4, 2021 – Funding opportunity and grant application released
- **March 5** – Intent to Apply Form due
- February 22 and March 4 – applicant workshops
- **March 24** – proposals due
- May 7 – awards announced
- July 1 – grant period begins

Timeline found on page 18 of grant application



## ADULT EDUCATION

... means academic instruction and education services below the postsecondary level that increase an individual's ability to—

- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- (B) transition to postsecondary education and training; and
- (C) obtain employment.



Per WIOA Sec. 203. Definitions

Definitions found in Appendix H

In Vermont, the only recognized equivalent is the GED

## Student Eligibility

Eligible individual under WIOA 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; and
- 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.



Services are free in Vermont

## **BASIC SKILLS DEFICIENT**

. . . means, with respect to an individual—

(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.



## The Need in Vermont

Adult Vermonters with less than a high school education\*:

**30,858** ages 25 and older (of these, 31% completed less than 9<sup>th</sup> grade)

**5,163** ages 18-24

**36,021** or 8.5% of those age 18 and older

AEL served approximately 2,000 students in each of the last two years.

\*American Community Survey, 2019 estimates





## **The Need in Vermont (cont'd)**

Vermonters who speak other languages\*:

**32,952** who speak a language other than English at home

**10,283** speak English “less than very well”

\*American Community Survey, 2019 estimates



AEL served approximately 650 English language learners in 2019

# **Workforce Innovation and Opportunity Act**

## WIOA One-Stop System

Three core partners in the Act.

- Department of Labor
- Agency of Education
- Vocational Rehabilitation



Links are on page 5 of grant application



## **WIOA Combined State Plan**

Important to review:

- Vision, goals and strategies
- Sections I, II, III, IV
- Title II of Part VI. program specific requirements for core programs

## **ADULT EDUCATION AND LITERACY ACTIVITIES**

. . . means programs, activities, and services that include

- adult education
- literacy
- workplace adult education and literacy activities
- family literacy activities
- English language acquisition activities
- integrated English literacy and civics education
- workforce preparation activities, or
- integrated education and training

## **Required activities using State and Federal Basic Grant Funds**

The State has discretion to choose which services are required. These are required in Vermont.

- Adult education and literacy
- English language acquisition
- Workforce preparation activities
- Integrated education and training (IET)

## **ENGLISH LANGUAGE ACQUISITION PROGRAM**

... means a program of instruction—  
(A) designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and

**ENGLISH LANGUAGE ACQUISITION PROGRAM  
(cont'd)**

(B) that leads to—

(i) (I) attainment of a secondary school diploma or its recognized equivalent; and

(II) transition to postsecondary education and training; or

(ii) employment.

## WORKFORCE PREPARATION ACTIVITIES

... means activities, programs, or services designed to help an individual acquire a combination of

- basic academic skills
- critical thinking skills
- digital literacy skills





## **WORKFORCE PREPARATION ACTIVITIES (cont'd)**

- self-management skills, including competencies in
  - utilizing resources
  - using information
  - working with others
  - understanding systems, and
  - obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.



Vermont's Education Quality Standards Transferable Skills: Communication, collaboration, creativity, innovation, inquiry, problem-solving, use of technology.

Critical thinking skills are described as problem-solving

Using information – inquiry

Working with others – communication and collaboration

## **Integrated Education and Training (IET)**

An IET program includes the following three components:

- adult education and literacy activities,
- workforce preparation activities, and
- workforce training in an in-demand industry.



Workforce preparation examples – transition - gaining skills like resume writing, interviewing. Learning about the career pathway, exploring what kind of job or internship they can get when they complete their IET.

## **Optional activities available for funding**

- Family literacy activities
- Workplace adult education and literacy activities
- Integrated English Literacy and Civics Education (IELCE)

Select any optional activities on page 2 of the cover pages, Appendix C



Five counties available for IELCE funding: Addison, Chittenden, Rutland, Washington, Windsor

69% of the funds or \$41,610 are available for Chittenden County

## **INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION (IELCE)**

... means education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States.



Sec. 243

## **IELCE (cont'd)**

Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

## **IELCE (cont'd 2)**

GOAL.— Each program that receives funding under this section shall be designed to—

- (1) 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
- (2) integrate with the local workforce development system and its functions to carry out the activities of the program.

## **IELCE – one more time!**

Funds must be used to provide IELCE in combination with integrated education and training (IET) activities.



## **Fiscal Requirements**

- Supplement not supplant
- Grant matching
- Maintenance of effort



## **Supplement not Supplant Federal Grant Awards**

- To supplant funds means to take the place of the original funding stream and replace it with the supplemental federal funding stream.
- The burden to prove supplemental is on the subrecipient.
  - It is critical to have compliant accounting processes to assist in this determination

## Grant matching

25% of Federal funds awarded must be matched through cash or in-kind on AEL activities.

Not including:

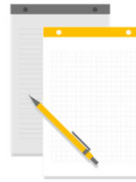
- Federal funds
- State funds
- GED examinee fees
- Funds that support a separate project



25% = \$205,543 of estimated State funds for FY22.

## Maintenance of Effort

Full and actual dollar amount of matching resources, including in-kind, committed for the initial grant award period are maintained through the subsequent year of the grant duration.



## **Allowable uses of grant funds**

Federal and state funds: AEL activities per the definitions in WIOA statute.

### **Adult Diploma Program** state funds:

Individuals who are at least 20 years of age served by ADP funds, below NRS level 5 and preparing to enter the High School Completion Program or take the GED; individuals served who are at least 16 and unenrolled in secondary school and preparing for the GED tests; and/or to support costs related to maintaining GED testing centers.



Adult Diploma Program funds are part of State General Funds, but have additional statutory requirements. See 16 VSA Section 945

Read about the other allowable uses for funds starting on page 16 of the grant application.

## **Program Requirements**

High School Completion Program

National Reporting System

Assessment and Distance Education Policies

Performance Accountability

Alignment with State Standards



Not an exhaustive list, read grant application including IV. Requirements

## **High School Completion Program (HSCP)**

AEL providers and high schools work with students, per Vermont statute, to create a personalized learning plan leading to graduation.

Instruction and services align with WIOA requirements and activities.

Reimbursements are made quarterly by the AOE on behalf of districts.

Education Fund dollars



HSCP is Vermont statute, see 16 VSA Section 943.

## **National Reporting System**

Federal guidelines for outcome-based reporting system

Database tracks services and reports on hours of service, assessments, academic progress, credential achievement and provides reports for Federal and State

## **Assessment and Distance Education**

Only NRS-approved assessments may be utilized for measuring Educational Functioning Levels.

- Reading
- Writing
- Math

40 hours of instruction and 31 days required between assessments.



## **Performance Accountability**

Federal targets:

Measurable Skill Gains

Employment

Credential attainment

Effectiveness in Serving Employers

## **Performance Accountability (cont'd)**

State targets:

Students served

% of students qualifying for Federal report

% of students with baseline assessments

% of students with progress assessments



State targets are intended to set clear expectations that assist local programs to contribute to statewide Federal targets.

## **Alignment with State Standards**

Academic instruction is aligned with Vermont's Education Quality Standards through:

- College and Career Readiness Standards for Adults
- EQS Transferable Skills

## **Completing the grant application**

Part I. Introductory materials: Appendices C, D, E and Table of Contents

Appendix E: Complete Table 1 OR Table 2.

Demonstrated effectiveness table. For those previously funded, Federal tables 4 and 5 in DataWorks have the data needed.

Instructions begin on page 20



## **Completing the grant application**

Part II: Application Narrative

**Executive summary** - instructions page 21

- Connect to activities proposed and how the budget supports them
- Discuss sustainability

**Responses to the 13 considerations**

- #10, page 26 – Partnerships and support services for development of career pathways

## **Consideration #10 (b)**

Explain how the program will show evidence of success for a specific, implementable plan ensuring that all Vermont adult education students are introduced to the following opportunities in their region and/or state:

- Career and Technical Education including Adult Career and Technical education;
- Postsecondary education; and
- Employment.

Provide analysis of key metrics that will be used to determine success of this plan.



## CAREER PATHWAY

WIOA defines Career Pathway in Section 3(7) as a combination of rigorous and high-quality education, training, and other services that:

- aligns with the skill needs of industries in the economy of the State or region involved;
- prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.);
- includes counseling to support an individual in achieving the individual’s education and career goals;



## **CAREER PATHWAY (cont'd)**

- includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- helps an individual enter or advance within a specific occupation or occupational cluster.



## **Completing the grant application (cont'd)**

### **Part III: Supporting documents**

- Resumes
- Summary of job descriptions
- List of learning centers
  - Which are full-service
  - Hours of operation
- List of board members
- Most recent audit report



Error on page 27 in original version of grant application posted. Page limit does not include audit report, which you will upload separately in Cognito.

Corrected version of grant application was posted to website on February 19.

## **Completing the grant application (cont'd 2)**

### **Part IV: Budget Proposal**

Instructions in Appendix F

- Set up the Codes tab
  - Get allocation totals from pages 7-8
  - IELCE funds in separate table on page 8
- Enter only on Budget tab

## **Submitting the grant application**

Follow the [Cognito Forms](#) link on page 19

Upload three documents:

PDF: Narrative application

Excel: Budget proposal

Most recent audit report

You are limited to 100 MB



Audit report may be sent by US Postal Service if electronic copy is not available.

## **AOE website resources**

- [Adult Education and Literacy](#)
- [Flexible Pathways](#)
- [Proficiency-Based Learning](#)
- [Personalized Learning](#)
- [Education Quality Standards](#)

**Thank you!**

[Robin.Castle@Vermont.gov](mailto:Robin.Castle@Vermont.gov)

(802) 828-0508

State Director of  
Adult Education and Literacy  
Vermont Agency of Education

