

## 2021-2022 Adult Education and Family Literacy Education Act

Guided Journey through  
Priority 1 Narrative and  
Required Tables/Forms



# Webinar Logistics

- All participants will be muted for the duration of the webinar.
- All webcams are disabled for the duration of the webinar.
- How to submit questions during the webinar?
  - You may submit questions during the presentation through the webinar question and answer (Q&A) feature.
  - The Q&A will be utilized for questions throughout the presentation.

# Submission of Questions for RFP

- Updates and Changes to the RFPs
  - Posted on the website
- As a reminder, questions should be submitted in writing and answers will be posted as specified in the RFP.
  - Contact: Mallory Martinez
  - Email: [Mallory.Martinez@fldoe.org](mailto:Mallory.Martinez@fldoe.org)
- Location for Posting of Answers to Questions:
  - <https://www.fldoe.org/WIOAGrants/>
  - Last date to submit questions June 11, 2021

# 2021-2022 Funding Opportunity - Adult Education and Family Literacy Act (AEFLA)

## Consolidated – Grant Application

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

## Individual – Grant Application

- Corrections Education (CE) – Sec. 225

Go to: [www.fl DOE.org/WIOAGrants](http://www.fl DOE.org/WIOAGrants)

**Due June 30, 2021**

# Agenda

- **Welcome and Introduction**
- **Priority 1 RFP Narrative Review**
  - Part A (not scored) - Planning for a Regionalized Adult Education Service Delivery Approach to Improve Learner Outcomes (Not scored)
  - Part B – Current Needs Assessment (5 points)
  - Part C – Regional Partnerships and Collaborative Networks (10 Points)
  - Part D – Partnership with Local Workforce Development Board (10 Points)
- **Questions**

# Application Points for Priority 1 (25 points total)

| Part   | Points     |
|--|------------|
| <b>A</b><br>2 Narrative Prompts  | Not Scored |
| <b>B</b><br>3 Narrative Prompts  | 5          |
| <b>C</b><br>2 Narrative Prompts<br>Sub-Recipient Form                                      | 10         |
| <b>D</b><br>1 Narrative Prompt<br>Local Workforce Development Board Plan Executive Summary | 10         |

# **Narrative Prompts**

## **Part A: Planning for a Regionalized Adult Education Service Delivery Approach to Improve Learner Outcomes**

Kathleen Taylor





**A.1 Describe how your agency will identify and involve a broad range of partners that will be represented in the planning process. Include information on how existing efforts will be enhanced during the 2021-2023 grant period and plans to develop new partnerships and collaborations to support the regional needs and the delivery of programs and services contributing to student success in the region.**

### **Components of a Quality Response Include:**

A compelling description of how strategic, formal partnerships (current and proposed) will enhance the program and contribute to better outcomes for adult learners in the region may include:

- The internal representatives and external partners that need to be engaged in this effort
- The process the applicant will use to engage stakeholders who may serve as new partners to support regional needs
- Identification of existing efforts and partnerships that may translate well to a regional service delivery approach



## A.1 Continued

- ***If funds from both AGE and IELCE are requested,***  
For A1 response, it is recommended that you create a sub-heading with narrative that addresses each source. This will help the evaluator identify the response that should be scored for this question based upon the application type.

### ***AGE (section 231) response***

Full narrative

### ***IELCE (section 243) response***

Full narrative

## **A.2 Describe the programmatic and fiscal resources that may be needed to effectively conduct a regional needs assessment and community asset mapping.**

### **Components of a Quality Response May Include:**

- A description what is needed to effectively plan a regional service delivery approach.
- Information of prior local assessments of adult learner need conducted by the agency and lessons learned for practices that may be applied to a regional needs assessment of adult learner needs.

# Narrative Prompts Part B – Current Needs Assessment

Kathleen Taylor



**B.1 Describe the current adult education population needing adult basic education instructional services including the number of individuals who are English language learners (ELL), particularly those with a demonstrated need for additional English language acquisition programs and civics education programs, and/or are lacking a high school diploma or equivalent.**

**Describe the various data sources used to substantiate the size and scope of the local population that can benefit from local adult education instructional services.**

### **Components of a Quality Response May Include:**

- Concise summary of the applicant's target population and a compelling demonstration of the need for instructional services to meet that need.
- A description of the data sources used to evidence the need.

## B.1 Continued

### ***If funds from both AGE and IELCE are requested,***

For B.1 response, it is recommended that you create a sub-heading with narrative that addresses each source. This will help the evaluator identify the response that should be scored for this question based upon the application type.

#### ***AGE (section 231) response***

Full narrative

#### ***IELCE (section 243) response***

Full narrative

## B.1 Resources

[www.fldoe.org/WIOAGrants](http://www.fldoe.org/WIOAGrants)

Implementation Guide 2021-2022

Census Data on Educational Attainment

Census Data on English Language Skills

Florida High School Dropouts Data

## **B.2. Describe the regional employment needs that have been identified in the Local WIOA Workforce Plan(s) and how these employment needs are being addressed in the grant application two-year plan.**

### **Components of a Quality Response May Include:**

- High-level summary analysis of the regional employment needs that describes characteristics such as: education levels for occupations, average entry wages for occupations
- Examples of how those needs may be addressed during the two-year plan
  - how the applicant is using IET to address regional needs
  - transition related supports and services in correctional settings

### **Resources in Implementation Guide:**

- See page 25 for link to local workforce development plans



**B3. The regional needs assessment and community asset mapping should take a holistic approach to understanding the challenges facing your region.**

**Describe how you intend to work with local chambers of commerce, economic development agencies, in addition to other WIOA core partners to address issues impacting adult education needs.**

**Components of a Quality Response May Include:**

- Examples of potential local partners who can help assess local needs of the adult learner population and their area of expertise
- Description of efforts to engage local core WIOA partners who can help assess local needs and their area of expertise
- A plan to engage those local partners and WIOA core partners

# Narrative Prompts Part C – Regional Partnerships and Collaborative Networks

Kathleen Taylor



## **C.1 Describe the established partnerships, coalitions, and collaborative efforts that currently exist that are effectively meeting the needs of the county.**

### **Components of a Quality Response May Include:**

- A comprehensive description of each partnership including the roles and responsibilities of these formal and informal partners.
- A description of how existing partners are accounted for in the MOU (if applicable) and examples of how these partnerships, coalitions and efforts are meeting current needs.

## C.1 Continued

- ***If funds from both AGE and IELCE are requested,***  
For C.1 response, it is recommended that you create a sub-heading with narrative that addresses each source. This will help the evaluator identify the response that should be scored for this question based upon the application type.

### ***AGE (section 231) response***

Full narrative

### ***IELCE (section 243) response***

Full narrative

## **C.2 Describe how current or planned expanded partnerships with regional providers will:**

- coordinate regional efforts to refer and recruit the current adult population requiring adult education instructional services individuals; particularly those most in need of literacy services, including individuals who are low-income (e.g., United Way A.L.I.C.E. population) or have minimal literacy skills;**
- establish a referral processes ensuring students successfully navigate between partners;**
- coordinate comprehensive wrap-around services (services that minimize barriers for adult education students to attend and persist in their adult education program) such as child care, transportation, mental health services, employee assistance and placement;**
- play a role in the development and implementation of IET and other work-based learning opportunities in this two-year plan;**
- encourage the braiding of local, state, and federal funding resources (direct or indirect) for greater impact to align resources to support services and regional employment needs.**
- encourage increased opportunities for transitions to college and career and attainment of postsecondary credentials.**

## C.2 Continued

### Components of a Quality Response May Include:

- A description of how current or expanded partnerships coordinate regional efforts to refer and recruit the current adult population requiring adult education instructional services individuals; particularly those most in need of literacy services, including individuals who are low-income or have minimal literacy skills
- Efforts of the partnership to build/scale the IET approach
- Efforts to establish or enhance referral processes that is seamless to allow students to successfully navigate between partners
- Consideration for wrap-around services through a regional partnership
- Utilization of a braided funding approach to be leveraged through a regional partnership for greater impact to align resources to support services and regional employment needs

## C.2 Continued

- ***If funds from both AGE and IELCE are requested,***

For C.2 response, it is recommended that you create a sub-heading with narrative that addresses each source. This will help the evaluator identify the response that should be scored for this question based upon the application type.

### ***AGE (section 231) response***

Full narrative

### ***IELCE (section 243) response***

Full narrative



## C.3 Completion of the Sub-Recipient Form in the Excel Workbook

- Specific Guidance for the completion of this table is provided in the Implementation Guide (**see page 48**)
  - <https://www.fldoe.org/core/fileparse.php/7515/urlt/ImplementationGuide.pdf>

# Narrative Prompts Part D – Partnership with Local Workforce Development Board

Gloria Spradley-Brown



# Local Workforce Development Board (LWDB) Alignment Review Requirement

## The state will consider:

Coordination of the alignment process must include –

- (a) An eligible agency must establish, within its grant or contract competition, a process that provides for the submission of all applications for funds under AEFLA to the appropriate Local Boards.
- (b) The process must include -
  - (1) Submission of the applications to the appropriate Local Board for its review for consistency with the local plan within the appropriate timeframe; and
  - (2) An opportunity for the local board to make recommendations to the eligible agency to promote alignment with the local plan.
- (c) The eligible agency must consider the results of the review by the Local Board in determining the extent to which the application addresses the required considerations in [§ 463.20](#).

**34 CFR § 463.21(c)**

**D.1 Describe the following LWDB considerations to illustrate the partnership between the eligible agency and the LWDB:**

**How the two-year plan will align its services with and contribute to the local One-Stop Center to meet the goals identified in the LWDB plan.**

**A written Narrative Response Required**

**Refer to the LWDB plans located at this website:**

**<https://floridajobs.org/local-workforce-development-board-resources/programs-and-resources/local-workforce-development-area-wioa-plans>**

# Local Workforce Development Area WIOA Plans

Home > Local Workforce Development Board Resources > Programs and Resources > Local Workforce Development Area WIOA Plans

## ▶ Local Area Governance

## ▶ Program Monitoring and Reports

## ▶ Professional Development and Training

## ▶ Policy and Guidance

## ▼ Programs and Resources

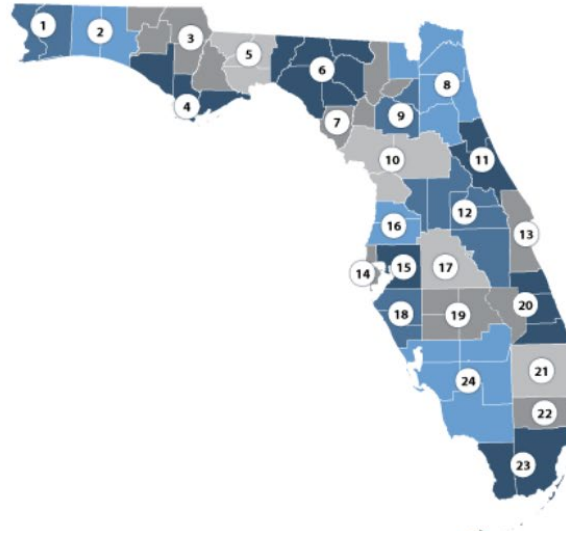
Workforce Programs

Program Quick Facts

Program Resources

## ▶ Local Workforce Development Area WIOA Plans

Mobile Career Center



### ▶ 1 - CareerSource Escarosa

*Escambia, Santa Rosa*

▶ 2020-2024 WIOA Local Plan

▶ 2016-2020 WIOA Local Plan - Modification

▶ 2016-2020 WIOA Local Plan

### ▶ 2 - CareerSource Okaloosa Walton

*Okaloosa, Walton*

▶ 2020-2024 WIOA Local Plan

▶ 2016-2020 WIOA Local Plan - Modification

▶ 2016-2020 WIOA Local Plan

### ▶ 13 - CareerSource Brevard

*Brevard*

▶ 2020-2024 WIOA Local Plan

▶ 2016-2020 WIOA Local Plan - Modification

▶ 2016-2020 WIOA Local Plan

### ▶ 14 - CareerSource Pinellas

*Pinellas*

▶ 2020-2024 WIOA Local Plan

▶ 2016-2020 WIOA Local Plan - Modification

▶ 2016-2020 WIOA Local Plan

# LWDB Local Plan

- Each Local Plan will have sections related:
  - Coordination of Services
  - Description of the Local One-Stop System
  - Description of Program Services
- Federal requirement to coordinate and align Adult Education activities and services.

## **D.1 Continue:**

**Describe any formal or informal agreements (MOUs, MOAs, contracts) that will be part of the two-year plan between the applicant and the LWDB and/or local core WIOA partners that coordinate and align services benefiting adult learners in WIOA, Title II (AEFLA) programs, particularly adult learners with disabilities.**

**A written Narrative Response Required**

## **Adult MOU Requirements:**

1. Description/Access to Services
2. Infrastructure Funding Agreement
3. Referrals Method
4. Assurances
5. Term
6. Signatories



## D.1 Continued

### **Components of a Quality Response may Include:**

- A comprehensive description of how the applicant's services align and contribute to the local One-Stop Center to meet the goals identified in the LWDB plan.
- A description of the formal or informal agreements (MOUs, MOAs, contracts) that will be part of the two-year plan between the applicant and the LWDB and/or local core WIOA partners that coordinate and align services benefiting adult learners in WIOA, Title II (AEFLA) programs, particularly adult learners with disabilities

### **Resources in Implementation Guide:**

- See page 25 for link to local workforce development plan

## D.1 Continue:

Complete the Sub-Recipient Form in the Adult Education Excel grant application workbook. Use this form to list the current LWDB/One-Stop(s) sub-recipient funded or anticipated role as part of this two-year plan. Completed Form in the Adult Education Workbook

| Summary of Sub-recipients and Contractual Agreements, including Local Workforce Board Agreements |   |   |
|--|---|---|
| PROVIDER INFORMATION   |   |   |
| County Served  | Santa Rosa  | Use dropdown menu to select county        |
| Provider Name  |   |   |
| Application Type   |   | Use dropdown menu to select type          |
|  |   | Enter Amount – charged to the AEFLA funds |
| [A]  | [B]   | [C]                                       |
| Sub-Recipient and Contractual Agreements Name  | Summary of Agreement (Type of services provided)  | Proposed AEFLA Funds Budgeted             |
| CareerSource Escarosa  | Infrastruture Cost                                | \$3,000.00                                |
| Examples   | Instructional Services                            |   |
|  | MOU   |   |
|  | Profressional Development                         |   |
|  | Job Placements and Workforce Development Training |   |
|  | One-Stop System Partner Coordination              |   |

**D.2 The Local Workforce Development Boards (LWDB) are responsible for evaluating the extent to which each eligible provider's grant application two-year plan) demonstrates activities are aligned with:**

**a) the proposed activities and services and the strategies and goals of their respective LWDB's local plan and**

**b) their respective one-stop partner's activities and services (as identified in title I, Section 107(d)(11)(A)). All title II adult education applications (i.e., adult education) are required to be aligned with all the WIOA LWDB plans within the adult education region.**

**Complete and Submit the Local Workforce Development Board (LWDB) Plan Executive Summary Form.**

## D.2 Continued

The LWDBs will review all adult education grant applications (two-year plan) using the **Local Workforce Development Board (LWDB) Plan Executive Summary** and provide evaluation feedback to FDOE.

1. **Complete and submit** the following documents as attachments to this grant application:

Local Workforce Development Board Plan Executive Summary-  
This document is in the attachments section of this RFP.

2. **Submit a copy** of your agency's executed Memorandum of Understanding (MOU) agreement including the local One-Stop Infrastructure Cost Agreement.

# Local Workforce Development Board (LWDB) Plan Executive Summary Form

- LWDB Alignment will be reviewed at the Eligible Provider level.
- Eligible Provider's written narrative to describe how they will promote alignment among adult education providers in the local area.
- Complete **ONLY One Form**, regardless of which AEFLA grant application your agency is considering.
- Serves as a **connecting document** between all AEFLA grant applications: AGE, IELCE, and Corrections Education.

# Local Workforce Development Board (LWDB) Plan Executive Summary Form

## Completed the following Information:

Eligible Provider Name: \_\_\_\_\_

County Served: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Indicate the Adult Education and Family Literacy (AEFLA) fund type your agency will be applying for during the 2021-2022 Adult Education competitive cycle.

Check all the appropriate boxes:

- ☐ Adult General Education (AEFLA, Section 231)
- ☐ English Literacy and Civics Education (AEFLA, Section 243)
- ☐ Corrections (AEFLA, Section 225)

| Provide the name of each Local Workforce Development Board (LWDB) that is served through this Grant Application. | (LWDB) Number* |
|--|----------------|
| 1.   |                |
| 2.   |                |
| 3.   |                |
| 4.   |                |

\*A complete list of LWDB, geographic regions and associated numbers, see the last page of this document.

# Local Workforce Development Board (LWDB) Plan Executive Summary Form

1. Describe the procedures that are in place to promote alignment among adult education service providers in the local area.
2. Describe how the adult education program will address the regional needs as identified in the LWDB plan by serving individuals in the community who were identified as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills or who are English language learners.



# Local Workforce Development Board (LWDB) Plan Executive Summary Form

3. Describe how the eligible provider will provide adult education activities and services in alignment with the strategy and goals of the LWDB plan, including how the agency will promote co-enrollment in programs and activities provided by WIOA, Title I core programs (Adult Program, Dislocated Worker Program, Youth Program, Adult Education and Family Literacy Act, Wagner-Peyser Act, Vocational Rehabilitation Program, including Blind Services Program).

# Local Workforce Development Board (LWDB) Plan Executive Summary Form

4. Provide specific details about shared-cost activities and the resources utilized to support those costs (example: AEFLA funds cover the cost of the full-time adult education teacher and the local board covers the cost of the classroom facility).
5. Provide a copy of the Memorandum of Understanding (MOU) agreement and Local One-stop Infrastructure Cost agreement with the LWDB.
  - If a MOU is not available at the time the application is submitted, an executed MOU must be submitted to FLDOE prior to the issuance of the grant award notification.

# LWDB Alignment Review Process



# LWDB Alignment Review Process

## Three Simple Steps

**Step 1.** Eligible providers will submit responses in their Request for Proposal (RFP) and D.2: Alignment with LWDB Plan Executive Summary Form to FLDOE on **Wednesday, June 30, 2021, 11:59 pm (EST)**.

**Step 2.** FLDOE will disseminate D.2: Alignment with LWDB Plan Executive Summary Form to the appropriate LWDB geographic area of impact **(July 2021 – date TBA)**.

**Step 3.** LWDB will review each D.2: Alignment with LWDB Plan Executive Summary Form and make recommendations to FLDOE regarding alignment with the local plan.

- LWDB will access (via ShareFile) a PDF copy of each assigned Executive Summary form.
- Submit recommendation, if applicable to FDOE.

# Common Questions

# Priority 1 Common Questions

**Question:** Does the Regional Asset Map and Needs Assessment need to be completed prior to the application being submitted or are agencies to show plans for conducting the reviews during the upcoming grant year?

**Answer:** The Regional Asset Map and Needs Assessment process will be conducted during year one of the two-year grant cycle. The narrative portion is asking for a plan for a plan, not the actual production of the Regional Needs Assessment. Once there is a list of eligible awarded agencies, FDOE will begin moving forward with those agencies, in year one, to conduct the Regional Needs Assessment.



# Priority 1 Common Questions

**Question:** How will regions be defined for the Regional Asset Map and Needs Assessment?

**Answer:** Over the course of year one, FDOE will begin planning on how a regional approach could work most effectively and FDOE is not committed to any particular regional alignment process.

**Question:** Rural areas may only have one or two options for partnerships. Is there a minimum for these partnerships?

**Answer:** The application does not establish a minimum number of partnerships. FDOE will be working with awarded agencies throughout year one of funding to take a comprehensive look at regional needs and asset mapping to help guide the agencies on how to think beyond what may have been originally thought of as a regional partnership.

# Priority 1 Common Questions

**Question:** In the past, each agency was required to provide the LWDB a separate copy of their grant application. Is it correct that the LWDB will now access the grant applications from FDOE rather than the local applicant?

**Answer:** Yes. As indicated in the Narrative Section, Priority One, FDOE will handle the LWDB review and alignment process.



# Priority 1 Common Questions

**Question:** Would a copy of an MOU still be required if there is no exchange of funds between partner agencies (\$0.00 budget, in-kind partnership), separate from the infrastructure agreement with the LWDB? Will this partner agency need to be included in the Sub-Recipient Tab of the workbook?

**Answer:** Yes, all AEFLA awarded providers MUST submit an executed MOU with their LWDB (federal requirement), including the local one-stop infrastructure cost agreement, which demonstrates adult education activities that are aligned with their LWDB's local plan and respective one-stop partners; activities and services (as identified in title I, Section 107(d)(11)(A) irrespective of whether funds are exchanged. Agencies should indicate in the MOU specific information regarding cost sharing agreement.

Carefully review the MOU resource information to ensure that your agency's MOU complies with all federal requirements. This document is located on the Division of Career and Adult Education (DCAE) website at <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>

# Participants' Questions

# Submission of Questions for RFP

- Updates and Changes to the RFPs
  - Posted on the website
- As a reminder, questions should be submitted in writing and answers will be posted as specified in the RFP.
  - Contact: Mallory Martinez
  - Email: [Mallory.Martinez@fldoe.org](mailto:Mallory.Martinez@fldoe.org)
- Location for Posting of Answers to Questions:
  - <https://www.fldoe.org/WIOAGrants/>
  - Last date to submit questions June 11, 2021

# Webinar Schedule

- Go to [www.fldoe.org/WIOAGrants](http://www.fldoe.org/WIOAGrants) for the schedule, registration links, and recordings for all webinars



**www.FLDOE.org**

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