



**ADULT EDUCATION
SERVICES**

2024-2028 Arizona WIOA Title II Adult Education Grant Application Pre-Proposal Meeting

**Wednesday, January 10, 2024
2:00 pm – 3:15 pm**

Housekeeping



Please remain on mute unless asked to unmute.



Cameras may be off unless presenting.



Use the Q&A to submit questions.



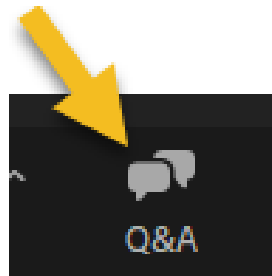
Request for Grant Application for 2024 – 2028 Adult Education Grant

We will:

- ✓ Provide a general overview of the ***2024 – 2028 Arizona WIOA Title II Adult Education Grant Application*** and ***Guidance Document*** and highlight key components
- ✓ Review requirements for completing and submitting the applications
- ✓ Respond to questions pertaining to the above



Please put all your questions in the Q&A.



We will not be able to provide assistance or individual guidance on the applications during this grant competition process.



Request for Grant Application (RFGA) Timeline

Item	Date
Public Notification of the <i>Request for Grant Application (RFGA) for 2024 - 2028 Arizona Title II Adult Education Grant</i>	December 6, 2023
<i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant</i> will be made available at: https://www.azed.gov/adultedservices	January 4, 2024
Pre-Proposal Virtual Meeting for the <i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant</i> https://azed.gov.zoom.us/join/91234567890	January 10, 2024
ADE-AES accepting questions in writing to RFGA@azed.gov . ADE-AES will respond in writing (via email) and post all questions and answers at https://www.azed.gov/adultedservices	January 11 - February 23, 2024
<i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant: Part I- Demonstrated Effectiveness</i> is DUE (via <u>ADOBE</u> form)	January 24, 2024, by 11:59 pm
Notifications sent to Applicants to complete the <i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant: Part II</i> (if eligible)	February 1, 2024
Eligible applicants complete the <i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant: Part II-Narrative Responses</i> in the ADE Grants Management Enterprise (GME) system	February 1 - February 29, 2024
<i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant: Part II</i> is DUE	February 29, 2024, by 11:59 pm
<i>RFGA for 2024 - 2028 Arizona Title II Adult Education Grant: Part II</i> are evaluated by ADE committees and reviewed by Local Workforce Development Boards	March 7 - April 5, 2024
Preliminary Grant Award Notifications sent to approved <i>AZ Adult Education Grantees</i> (pending State Board of Education approval)	April 15 - April 19, 2024
Final Grant Award Letters sent to approved <i>AZ Adult Education Grantees</i>	July 2024
<i>PY 2024 – 2028 AZ Adult Education Grant Contract</i> begins	July 1, 2024



Grant Application Guidance Document

Arizona Department of Education – Adult Education Services

<https://www.azed.gov/adultedservices>



Grant Application Guidance Document



Adult Education Services

Arizona Adult Education
Request for Grant Application (RFGA) for
2024-2028 Arizona WIOA Title II
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**Grant Application
Guidance Document**

January 2024

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- Introduction and Overview
- Completing the Grant Application
 - Part 1: Demonstrated Effectiveness
 - Part 2: Sections 1-2: Narrative Responses
 - Part 2: Section 3: Budget Submission
- Appendices



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EDUCATION**

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- **Appendices**



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The Request for Grant Funding – The Application

Part I: Demonstrated Effectiveness - Due January 24, 2024

- Submitted as a fillable PDF to RFGA@azed.gov
- Detailed information can be found [Part I: Demonstrated Effectiveness Responses](#)

Part II: Narrative Responses - Due February 29, 2024

- This part is to be completed and submitted in the Arizona Department of Education (ADE) [Grants Management Enterprise \(GME\)](#) System.
- For those applicants who do not have GME access, instructions for access are on page 21 of the guidance document.
- Detailed information on Part II can be found in [Part II Narrative Responses](#)

Please Note:

- *Applicants who meet demonstrated effectiveness requirements will be invited by email to complete Part II of the grant application.*
- *If an applicant does not meet the demonstrated effectiveness requirements, the applicant will be notified by email that they are not eligible to complete Part II of the grant application.*



Introduction and Overview

KEY ELEMENTS

Grant Program:

- Adult Education
- Competitive Grant Application

Authorization and Funding

- *Adult Education is one of four core partners in WIOA*
- *Federal: WIOA, Title II, Adult Education & Literacy*
- *State: A.R.S. 15-232 & 15-234 (ADE is established as the agency)*
- *Rigorous level of requirements and accountability!*



Introduction and Overview

KEY ELEMENTS

Authorization and Funding, *continued*

- *Funding is pending availability of federal/state funds and approval by the Arizona State Board of Education*
- *25% local match of non-federal cash/in-kind is required*
- *Earned income (such as fees collected) may not be used for the match*
- *100% of earned income generated by the grant award must be used for adult education instructional services*

Direct and Equitable Access

- *ADE GME System must be used to submit the application*
- *Resource Library in ADE GME System*



Introduction and Overview

KEY ELEMENTS

Purpose of Adult Education

- *Assist adults to become literate and obtain the skills needed for employment and self-sufficiency*

Target Population (Eligible Individuals)

- *16+ years old, not enrolled in school, eligible under AZ law ~AND~*
- *Basic skills deficient ~OR~ lacking a secondary diploma ~OR~*
- *An English Language Learner (ELL)*



Introduction and Overview

KEY ELEMENTS

Allowable Activities Under WIOA Section 231

- *Adult Basic and Secondary Education (ABE/ASE)*
- *English for Speakers of Other Languages/Integrated English Literacy and Civics Education (ESOL/IELCE)*
- *Workforce Preparation*
- *Integrated Education and Training (IET)*
- *Up to 20% of AZ's Federal funds may be available for Corrections Education*

IELCE + Training (T) Under WIOA Section 243

- *IELCE + T are IELCE instructional activities delivered in combination with IET programs*



Grant Terms and Conditions

Lots of
~~No~~ Strings Attached



Grant Terms and Conditions

KEY ELEMENTS

WIOA Title II Performance Requirements

Program Accountability and Data Measures

<https://www.azed.gov/adultedservices>



Grant Terms and Conditions

KEY ELEMENTS

Grant Award Process and Cycle

- *Year One - July 1, 2024, through June 30, 2025*
- *Year Two - July 1, 2025, through June 30, 2026*
- *Year Three - July 1, 2026, through June 30, 2027*
- *Year Four - July 1, 2027, through June 30, 2028*

Terms and Renewal of Contract – *Refer to p. 9 in the guidance document*



Funding Availability and Considerations

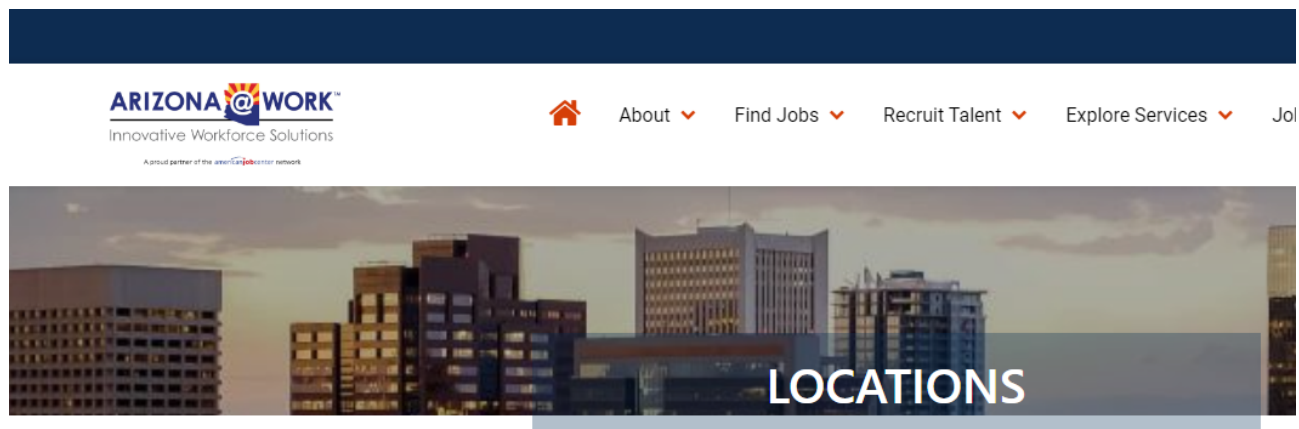
A. WIOA Title II Service Area Local Workforce Areas	B. Estimated Total Assistance Available Under Section 231	C. Estimated Funding by Allowable Activity Under Section 231			D. IELCE + T (Section 243)
		1. ABE/ASE	2. ESOL/IELCE	3. IET	
City of Phoenix	\$4,115,596	\$1,646,240	\$1,646,240	\$823,116	\$380,000
Maricopa County (excludes City of Phoenix)	\$3,470,557	\$1,388,230	\$1,388,230	\$694,097	\$350,000
Coconino County	\$496,157	\$198,470	\$198,470	\$99,217	\$25,000
Northeastern Arizona (Gila/Navajo/Apache Counties)	\$769,994	\$308,000	\$308,000	\$153,994	\$25,000
Yavapai County	\$548,159	\$219,270	\$219,270	\$109,619	\$50,000
Pima County	\$3,253,035	\$1,301,220	\$1,301,220	\$650,595	\$300,000
Pinal County	\$906,158	\$362,470	\$362,470	\$181,218	\$40,000
Southeastern Arizona (Cochise/Graham/Gree nlee Counties)	\$718,120	\$287,250	\$287,250	\$143,620	\$40,000
Mohave/La Paz Counties	\$504,860	\$201,950	\$201,950	\$100,960	\$25,000
Yuma County	\$650,257	\$260,110	\$260,110	\$130,037	\$50,000
Santa Cruz County	\$506,210	\$202,490	\$202,490	\$101,230	\$45,000
Nineteen Tribal Nations* (NTN)	Up to \$75,000 additional funding per approved applicant to provide section 231 activities, specifically in coordination with the <i>Nineteen Tribal Nations Local Workforce Region</i> .				

*Applicants seeking funding to provide services for Native American adult learners in a specific area within the NTN region must also apply to provide services in a corresponding geographic-based workforce area.



Funding Availability and Considerations – Column A

Accessing the Local Workforce Development Area Plans (Local Plans)



[Home](#) / [Locations](#)

LOCAL AREAS

Local Areas are a public and private partnership with 12 regional areas and 59 local offices, all working together through one organization-ARIZONA@WORK-and all sharing one mission: providing innovative workforce solutions to employers and job seekers. Click on the below ARIZONA@WORK region that is closest to you.

Click the link to each area needed

- » [City of Phoenix](#)
- » [Coconino County](#)
- » [Maricopa County](#)
- » [Mohave/La Paz Counties](#)
- » [Nineteen Tribal Nations](#)
- » [Northeastern Arizona](#)
- » [Pima County](#)
- » [Pinal County](#)
- » [Santa Cruz County](#)
- » [Southeastern Arizona](#)
- » [Yavapai County](#)
- » [Yuma County](#)



**ARIZONA ADULT
EDUCATION**

Grant Application Guidance Document



Adult Education Services

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**ARIZONA ADULT
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Overview of Grant Application - Part 1

KEY ELEMENTS

Demonstrated Effectiveness

*To meet the standard of demonstrated effectiveness and be considered eligible for funding, an applicant must provide evidence of demonstrated effectiveness **by providing performance data on its record in improving the literacy skills of eligible individuals**, in particular individuals who are basic-skills deficient in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas relevant to the services contained in this application for funds. **To be considered eligible, an applicant must also provide information regarding its outcomes for participants** related to employment, attainment of secondary school diploma (or its recognized equivalent), and transition to postsecondary education or training. (WIOA Final Rules Subpart C, §463.24)*



Overview of Grant Application - Part 1

Part I: Demonstrated Effectiveness - Due January 24, 2024

- Submitted as a fillable PDF to RFGA@azed.gov
- Detailed information can be found [Part I: Demonstrated Effectiveness Responses](#)

Please Note:

- Applicants who meet demonstrated effectiveness requirements will be invited by email to complete Part II of the grant application.
- If an applicant does not meet the demonstrated effectiveness requirements, the applicant will be notified by email that they are not eligible to complete Part II of the grant application.



Part 1: Demonstrated Effectiveness Data Tables

Table 3.1

Data for Applicants Previously Funded under AEFLA, WIOA Title II						
Educational Functioning Level (EFL)	Number of Students <i>NRS Table 4, Column B</i>		Number of Students Who Achieved a Minimum of One EFL Gain <i>NRS Table 4, Column E</i>		Percent of Students Who Achieved a Minimum of One EFL Gain <i>Divide number in Column E by number in Column B</i>	
	PY21-22	PY22-23	PY21-22	PY22-23	PY21-22	PY22-23
ABE Level 1						
ABE Level 2						
ABE Level 3						
ABE Level 4						
ABE Level 5						
ABE Level 6						
ESL Level 1						
ESL Level 2						
ESL Level 3						
ESL Level 4						
ESL Level 5						
ESL Level 6						



Part 1: Demonstrated Effectiveness Data Tables

Table 3.2

Data for Applicants Previously Funded under AEFLA, WIOA Title II						
	Number of Students <i>NRS Table 4, Column B</i>		Number of Students Who Earned a Secondary Diploma or Its Equivalent <i>NRS Table 4, Column F, TOTAL</i>		Percent of Students Who Earned a Secondary Diploma or Its Equivalent <i>Divide TOTAL in Column B by TOTAL in Column F</i>	
	PY21-22	PY22-23	PY21-22	PY22-23	PY21-22	PY22-23
Post-Exit Performance Outcomes <i>NRS Table 5</i>	Number of Students Who Exited		Number of Students Who Achieved Outcome		Percentage of Students Who Achieved Outcome	
	PY21-22	PY22-23	PY21-22	PY22-23	PY21-22	PY22-23
Employed 2 nd Qtr. After Exit						



Part 1: Demonstrated Effectiveness Data Tables

Table 3.3

Data for Applicants <u>NOT</u> Previously Funded under AEFLA, WIOA Title II						
Educational Content Domain Outcomes	A. Number of Eligible Individuals* Who Were Enrolled and Receiving Instruction in the Content Domain		B. Number of Eligible Individuals* with Demonstrated Improvement in the Content Domain		C. Percent of Eligible Individuals* with Demonstrated Improvement of Skills in the Content Domain	
	PY21-22	PY22-23	PY21-22	PY22-23	PY21-22	PY22-23
Reading						
Writing						
Mathematics						
English Language Acquisition						
Civics/ Citizenship Education						
Workforce Preparation/ Employability Skills						



Part 1: Demonstrated Effectiveness Data Tables

Table 3.4

Data for Applicants <u>NOT</u> Previously Funded under AEFLA, WIOA Title II						
Secondary Credential Outcomes	A. Number of Eligible Individuals* Enrolled		B. Number of Eligible Individuals* Who Earned a Certificate/Diploma		C. Percent of Eligible Individuals* Who Earned a Certificate/Diploma	
	PY21-22	PY22-23	PY21-22	PY22-23	PY21-22	PY22-23
Transition Outcomes	A. Number of Eligible Individuals* Enrolled		B. Number of Eligible Individuals* Who Achieved an Outcome		C. Percent of Eligible Individuals* Who Achieved an Outcome	
	PY21-22	PY22-23	PY21-22	PY22-23	PY21-22	PY22-23
Transitioned to Employment						
Transitioned to Postsecondary Education or Training						



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Overview of Grant Application: Part 2

Part II: Narrative Responses - Due February 29, 2024

- This part is to be completed and submitted in the Arizona Department of Education (ADE) Grants Management Enterprise (GME) System for applicants that were approved in *Part 1: Demonstrated Effectiveness*.
- For those applicants who do not have GME access, instructions for access are on page 21 of the guidance document.
- Detailed information on Part II can be found in Part II Narrative Responses



Overview of Grant Application: Part 2

Part II- Section 1: Narrative Responses from Eligible Applicants	
	1. Contact Information
	2. Proposed Service Delivery Area(s)
	3. Past Effectiveness
	4. Assessment of Local/Regional Need for Adult Education Services
	5. Alignment to the WIOA Local Workforce Plan and Coordination with Partners
	6. Program Operations and Staffing
	7. Delivery of Instructional Services
Part II- Section 2: Narrative Items for Proposed Educational Services (<i>as applicable</i>)	
	8. ABE and ASE Services (WIOA Title II §231, A.R.S. §15-232 and 15-234) (Important Note: Submission of this component is only required for applicants applying for ABE/ASE funding)
	9. ESOL/IELCE Services (WIOA Title II §231, A.R.S. §§15-232 and 15-234) (Important Note: Submission of this component is only required for applicants applying for ESOL/IELCE funding)
	10. Integrated Education & Training Services (IET) (WIOA Title II §231) (Important Note: Submission of this component is only required for applicants applying for IET funding AND ABE/ASE and/or ESOL/IELCE Services)
	11. Integrated English Literacy and Civics Education PLUS (+) Training Services– (WIOA Title II §243[c]) (Important Note: Submission of this component is only required for applicants applying for IELCE+T funding AND ESOL/IELCE Services)



Part 2: Narrative Responses

KEY ELEMENTS

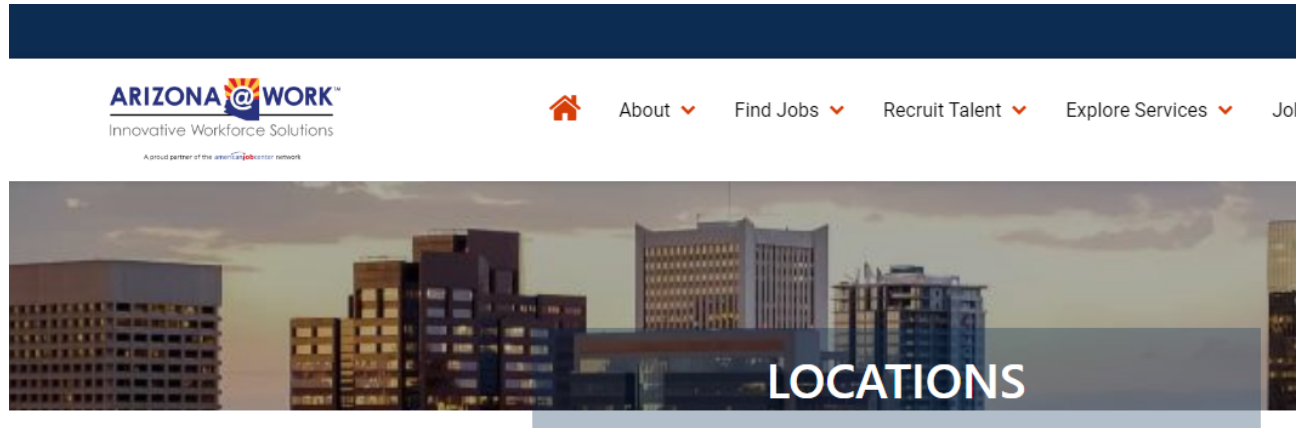
All eligible applicants will complete Sections 1-7

1. Contact Information
2. Proposed Service Delivery Area/s
3. Past Effectiveness
4. Assessment of Local/Regional Need for Adult Education Services
5. Alignment to the WIOA Local Workforce Plan
6. Program Operations and Staffing
7. Delivery of Instructional Services



Alignment to the WIOA Local Plans

Accessing the Local Workforce Development Area Plans (Local Plans)



[Home](#) / [Locations](#)

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Local Areas are a public and private partnership with 12 regional areas and 59 local offices, all working together through one organization-ARIZONA@WORK-and all sharing one mission: providing innovative workforce solutions to employers and job seekers. Click on the below ARIZONA@WORK region that is closest to you.

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- » [Pinal County](#)
- » [Santa Cruz County](#)
- » [Southeastern Arizona](#)
- » [Yavapai County](#)
- » [Yuma County](#)



**ARIZONA ADULT
EDUCATION**

Alignment to the WIOA Local Plans

All Local Workforce Development Areas are set up in a similar way.

ARIZONA@WORK
Innovative Workforce Solutions
Approved partner of the ARIZONA@WORK network

Home / Locations / Coconino County

ARIZONA@WORK has offices throughout the state to provide locally tailored recruitment, training, and retention solutions for employers, alongside comprehensive workforce readiness services to help job seekers enhance their employability and secure employment opportunities. Learn how your local office can support you.

Employers

No-Cost Business Services

With locally based services, we have the network to connect people and jobs. By helping businesses succeed and grow, we lay the groundwork for a strong local economy.

[View Employer Resources](#)

Coconino County ARIZONA@WORK Career Services

Coconino - Comprehensive One-Stop at the DES office

Job Seeker Resources

One-Stop Job Center Overview

Start Here

Arizona Job Connection

Employer Resources

Certified Apartment Maintenance Technicians

Local Board

Plans

Policies



Part 2: Narrative Responses for Proposed Educational Services

KEY ELEMENTS

Applicants respond to the narrative questions for each of the educational service area/s being applied for in:

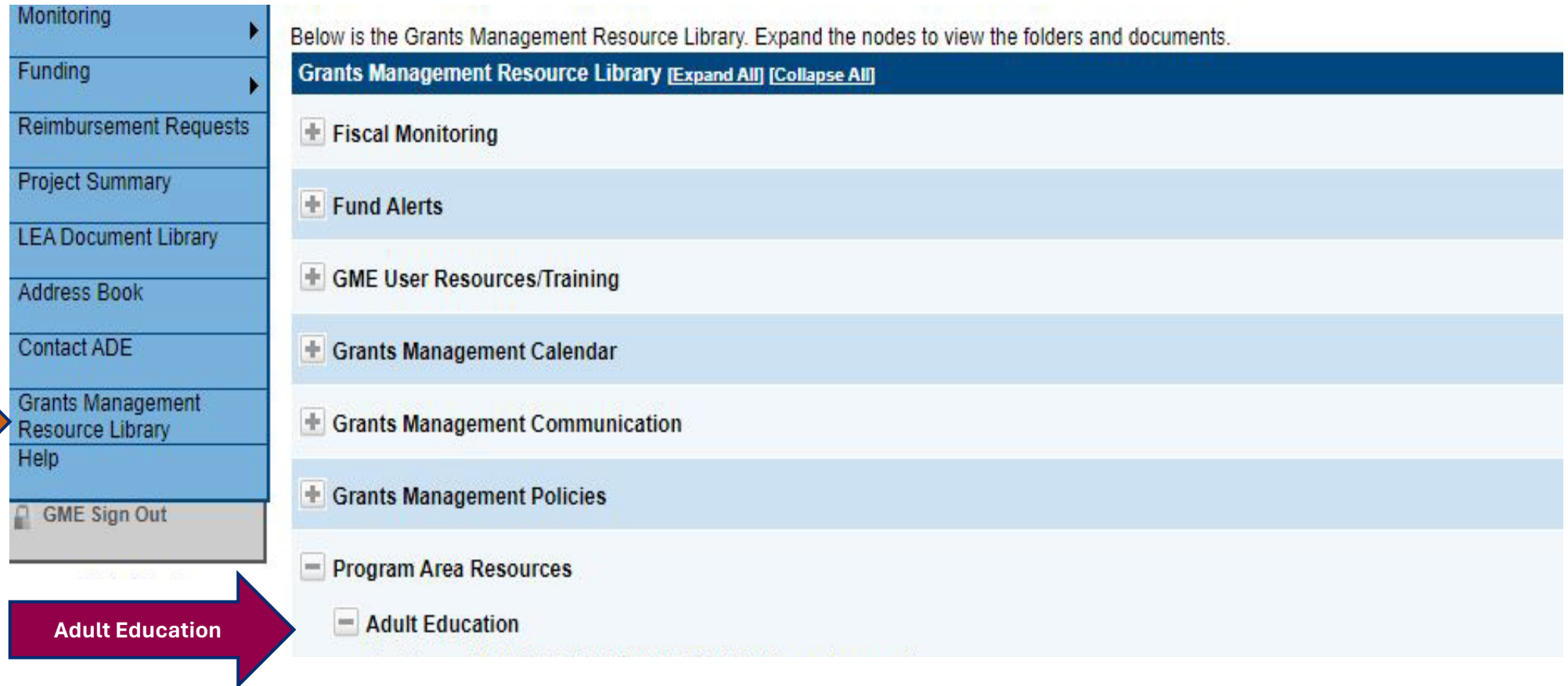
- Adult Basic Education/ABE and Adult Secondary Education/ASE – *EFLs 1-6
- English for Speakers of Other Languages/ESOL and Integrated English Language and Civics Education/IELCE – *EFLs 1-6
- Integrated Education and Training/IET – services are provided in addition to ABE/ASE and/or ESOL/IELCE Services
- Integrated English Language and Civics Education/IELCE PLUS Training/T - services are provided in addition to ABE/ASE and/or ESOL/IELCE Services

**Educational Functioning Levels*



**ARIZONA ADULT
EDUCATION**

ADE Grants Management Enterprise System



The screenshot displays the ADE Grants Management Enterprise System interface. On the left is a vertical navigation menu with the following items: Monitoring, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Contact ADE, Grants Management Resource Library, Help, and GME Sign Out. An orange arrow labeled "Resource Library" points to the "Grants Management Resource Library" menu item. Below the menu, a purple arrow labeled "Adult Education" points towards the main content area. The main content area features a header that reads "Below is the Grants Management Resource Library. Expand the nodes to view the folders and documents." followed by a title bar "Grants Management Resource Library [Expand All] [Collapse All]". The content area lists several expandable nodes, each with a plus icon: Fiscal Monitoring, Fund Alerts, GME User Resources/Training, Grants Management Calendar, Grants Management Communication, Grants Management Policies, Program Area Resources, and Adult Education. The "Adult Education" node is currently expanded, showing a minus icon.

Monitoring

Funding

Reimbursement Requests

Project Summary

LEA Document Library

Address Book

Contact ADE

Grants Management Resource Library

Help

GME Sign Out

Below is the Grants Management Resource Library. Expand the nodes to view the folders and documents.

Grants Management Resource Library [Expand All] [Collapse All]

- + Fiscal Monitoring
- + Fund Alerts
- + GME User Resources/Training
- + Grants Management Calendar
- + Grants Management Communication
- + Grants Management Policies
- Program Area Resources
 - Adult Education



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**ARIZONA ADULT
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Part 2: Section 3: Budget Submission

KEY ELEMENTS

- Applicants must prepare and submit a proposed budget for the each of the proposed educational services in this grant application.
- The **Local Match and Earned Income Report** template is available in the GME 'FY 2025 Adult Education Consolidated – Year 1 funding application.'
- Reports are to be submitted by uploading in the ***Related Documents*** section.

Note: Applicants selected for funding may participate in a negotiation process between ADE-AES and the applicant/parent organization. Final grant awards may be adjusted for successful applicants following the negotiation process.



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**ARIZONA ADULT
EDUCATION**

Appendix A

KEY ELEMENTS

Grant Contract Assurances

- **9 Federal Assurances**
- **9 State Assurances**



The Federal Assurances are all based on WIOA and other federal laws.

Highlighted State Assurances:

- ☐ Deliver services only to adults who are citizens or legal residents of the U.S.
- ☐ Certification requirements for administrators, instructional leaders and instructors
- ☐ Use the ADE/AES designated data management system and follow state policies and National Reporting System (NRS) guidelines



Appendix A

KEY ELEMENTS

Financial and Grants Management Requirements

- *10 federal and state requirements*



The Federal Fiscal Requirements are based on CFR200/EDGAR and WIOA.

Highlighted State Fiscal Requirements:

- ☐ Budget and spend 10% of grant award for standards-based professional learning activities
- ☐ If provider intends to charge supplemental fees, application must be submitted to and approved by ADE/AES
- ☐ Grantee must provide a 25% minimum local match for state grant funds.



Appendix A

KEY ELEMENTS

Administrative Regulations and Requirements

Federal Uniform Guidance – Code of Federal Regulations (CFR 200)



- ☐ Maintaining property, inventory, financial, and other records
- ☐ Allow ADE – AES to monitor activities and records to assure compliance
- ☐ Enter into a Memorandum of Understanding (MOU) related to the operation of the one-stop system in the local workforce area



Appendix A

KEY ELEMENTS

Program Administration and Operations Requirements

- *State Requirements*



Highlighted Requirements:

- ☐ The local program director/administrator must be a full-time position
- ☐ Provide year-round services, or establish an ADE/AES approved formal partnership to do so
- ☐ The local provider must submit an annual program operations plan and class schedule to ADE/AES.



Appendix A

KEY ELEMENTS

Teaching and Learning Requirements

- *State Requirements*



Highlighted Requirements:

- ☐ Local provider will fully implement the *Arizona Adult Education Teacher Standards*.
- ☐ The local provider will compensate all adult educators for required professional learning activities and provide sufficient paid time for instructional planning.
- ☐ The local provider will ensure print and digital curricular resources are aligned to the *Arizona Adult Education Content Standards*.



Appendix A

KEY ELEMENTS

Data Quality Specifications

- *Based on NRS requirements*



Highlighted Data Quality Specifications:

- ☐ Program staff must be trained in privacy protection, FERPA, data collection and data entry.
- ☐ Requires written processes and internal audits for data processes.
- ☐ Requires the identification of staff responsible for data decisions and approval.
- ☐ Adheres to the ***Arizona Adult Education Assessment Policy***



Appendix B,C, and D

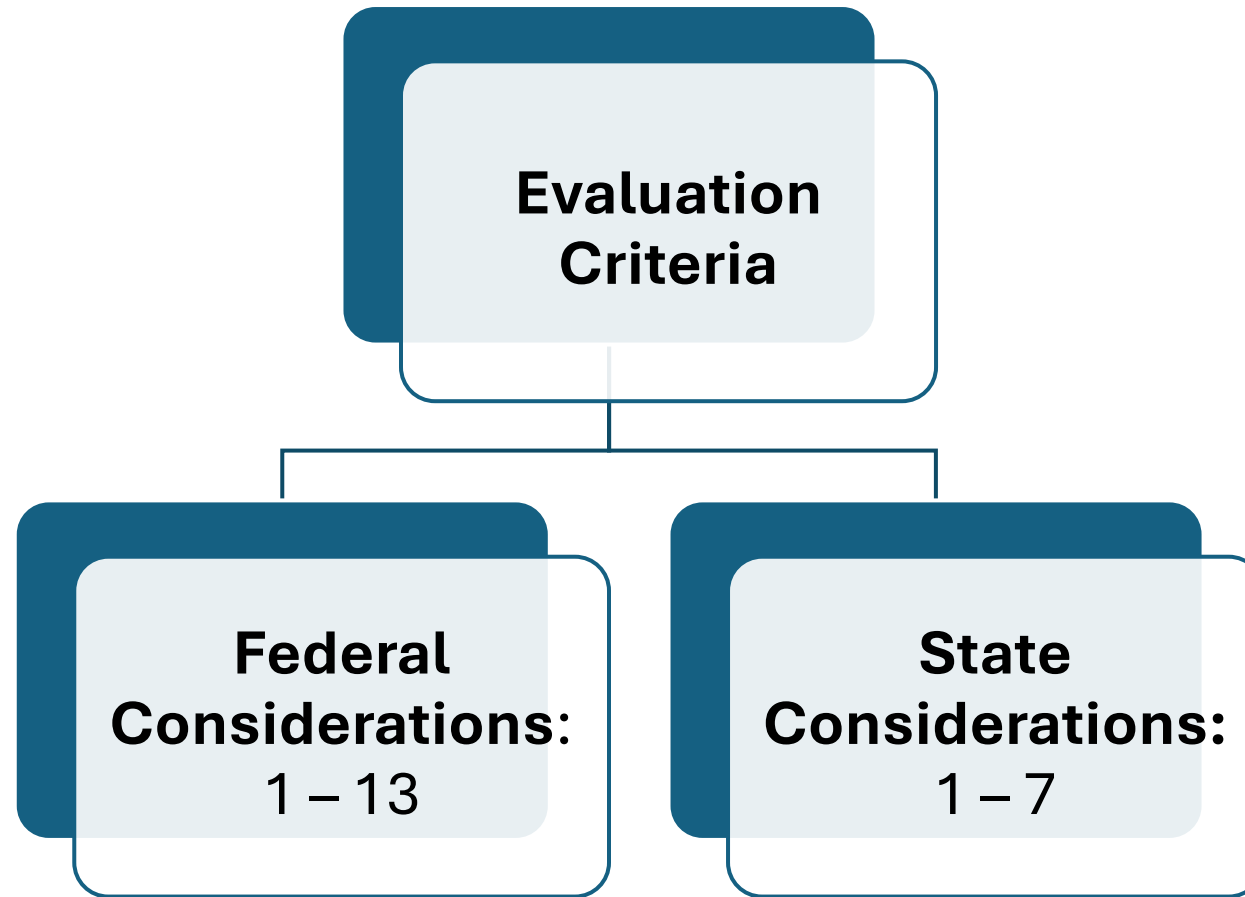
Appendix B: Planning and Reporting Requirement

Appendix C: The ARIZONA@WORK One-Stop System

Appendix D: WIOA and State Leadership Initiatives



Appendix E



Adult Education Grant Application – Review Process

Evaluation Rubrics will be available in the GME Resource Library when the RFGA: Part 2 is available for eligible applicants on February 1, 2024



Q & A Process

ADE-AES must respond to questions about the grant application process in an equitable manner. Therefore, all questions must be submitted to the email address below, and all responses will be posted in a Q & A document posted to the ADE-AES website.

No individual responses will be sent to incoming emails!

Please email RFGA@azed.gov



