



Maryland Department of Labor
Division of Workforce Development
and Adult Learning

Adult Education and Literacy Services
FY 21 Competitive Grant Application
Technical Assistance Webinar
January 31, 2020





Welcome

Opening remarks from Terry Gilleland,
Director, Office of Adult Education and
Adult Learning



Welcome

- Webinar recording and slides will be posted on the MD Labor Adult Education website
 - Slide notes include page number references to grant application documents
- Additional questions
 - Send to Ellen Beattie at ellen.beattie@maryland.gov
 - Will be posted on website in same format as questions already received



MD Labor Moderators

- **Ellen Beattie**, Chief, Adult Instructional Services

Adult Education Program Specialists

- **Bayo Adetunji**
- **Helen Coupe**
- **Jeana Davis**
- **Jamie Harris**
- **Ramona Kunkel**
- **Grayla Reneau**
- **Doug Weimer**



Agenda

- Overview
- Resources
- Application
- Assurances and Certifications
- Class Schedules
- Professional Development

Agenda (Cont.)

- Budget
- Budget Instructions
- Budget Examples
- Budget Examples Explanation
- IELCE/IET Application
- NEDP Application

Important Dates

- Intent to Apply Deadline – February 14, 2020 at 4:00 pm
- Application Submission Deadline – March 2, 2020 at 4:00 pm
- Ineligibility Notification – by March 31, 2020
- Grant Period – July 1, 2020-June 30, 2023

Overview

WIOA

- Workforce Innovation and Opportunity Act (WIOA)
 - IET Maryland requirement
 - Required components
 - Adult education and literacy activities
 - Workforce preparation activities
 - Workforce training
 - Programs should support the State and Local Workforce Development Boards' WIOA Plans
 - Career Pathways
 - Combination of rigorous and high-quality education, training, and other services



Maryland's Goals and Priorities

- Goals established in State Plan (link to State Plan found in Resources document)
- Must demonstrate innovative strategies which support learners in attaining their goals



Maryland's Goals and Priorities

- Adult Instructional Services' Focus
 - Quality opportunities for instructor and staff professional development via strengthened peer-networks and multi-modal offerings
 - Increased instructional quality and accountability
 - Increased awareness and opportunities for improved adult learners' digital literacy in conjunction with blended and distance learning programming
 - Data analysis and data driven decision making



Adult Education Activities

- Activities and services should include:
 - Adult education and literacy services;
 - Workplace adult education;
 - Family literacy activities;
 - English language acquisition activities;
 - Integrated English literacy and civics education;
 - Workforce preparation activities; or
 - Integrated education and training.



Local Administrative Cost Limits

- 95% for adult education and literacy activities
- 5% maximum for administrative services
 - Planning
 - Administration, including carrying out performance accountability requirements
 - Professional development
 - Providing adult education and literacy services in alignment with local workforce plans, including promoting co-enrollment in programs and activities under Title I
 - Carrying out the one-stop partner responsibilities, including contributing to the infrastructure costs of the one-stop delivery system



National Reporting System

- Mandatory, outcome-based reporting system for the State-administered, federally funded adult education programs
- States are responsible for meeting Federal guidelines for implementing NRS measures
- LACES data system is used for reporting
- All data must be entered into LACES monthly
- Must complete the Data Quality Checklist

Assessment Policy

- *Basic Skills and English Language Assessment Policy -*
<http://www.labor.maryland.gov/lwis/>
- Approved assessments
 - CASAS
 - Reading GOALS and Math GOALS (ABE)
 - Life & Work Reading and Life & Work Listening (ESL)
 - TABE
 - 11& 12 (ABE)
 - CLAS-E – (ESL)
 - BEST Literacy
 - Reading/Writing (ESL)
 - BEST Plus 2.0
 - Speaking/Listening (ESL)

Funding Limitations

- No one under 18 may receive services with Federal, State or matching funds
- All subcontracts must receive approval prior to application
- Funds, revenue, and interest must be spent within grant period
- Funds cannot be used to support advocacy activities

Funding Limitations

- In a consortium, one recipient must be the fiscal agency
- Will not approve out of state activities or travel
- Will not approve cost of renting space
- Consideration given for learner support services (e.g., childcare and transportation) and paid prep time for instructors

Funding Available

- Amounts provided are *projected* funding amounts for the funding lines indicated for one year
- Funding amounts in future years may increase or decrease

Allocations in the following table were determined based upon need and prior demand.

Jurisdiction	Federal					State		
	ABE/ESL	ASE	Family Literacy (1)	Local Inst. (2)	CE	Literacy Works	AGE (3)	TOTAL
Allegany	\$48,781	\$13,509				\$75,808		
Anne Arundel	\$175,610	\$36,667				\$272,908		
Baltimore City	\$595,121	\$97,941				\$924,854		
Baltimore County	\$531,706	\$54,036				\$826,304		
Calvert	\$29,268	\$5,307				\$45,485		
Caroline	\$43,902	\$3,377				\$68,227		
Carroll	\$58,537	\$6,755				\$90,969		



Standards and Requirements

- Consolidated Delivery of Services
 - ABE, ESL, Family Literacy, IELCE, and/or NEDP
 - Applicants with less than 100 learners are encouraged to form a consortium

Standards and Requirements

- Opportunity to Learn
 - Learner Fees
 - no instructional services fees allowed for ABE 1-4 and ESL 1-5
 - may charge for instructional materials
 - Curriculum – College and Career Readiness Standards
 - Sufficient duration and intensity of instruction
 - Attendance Policy required
 - Documentation of Attendance
 - Wait List Policy

Standards and Requirements

- Recommended class sizes

ABE or ESL Beginning Literacy	6-8 learners maximum
ABE or ESL Beginning	10 learners maximum
ABE or ESL Intermediate	12 learners maximum
ASE or ESL Advanced	15 learners maximum

- Personnel
 - Program Administrator, Instructional Specialist, Intake/Assessment Specialist, Management Information Systems Specialist
- Instructional Staff—minimum of a Bachelor’s degree



Standards and Requirements

- Professional Development
 - Plan will be due 60 calendar days following notification of grant award
 - Instructors and NEDP advisors/assessors are required to complete 10 hours of professional development annually
 - Includes Digital Literacy Implementation Plan
 - Refer to the Digital Literacy Framework for Adult Learners document
 - Activities uploaded to Google Drive within 30 days of activity completion





Submission Requirements

- Send to DLWDALWIOA_DLLR@maryland.gov by March 2, 2020 at 4:00 P.M.
- Abode PDF files in color
- File naming:
 - County College 2021 CGA Section 1: Considerations Part 1 of 3.pdf
 - County College 2021 CGA Section 1: Considerations Part 2 of 3.pdf
 - County College 2021 CGA Section 1: Considerations Part 3 of 3.pdf
 - County College 2021 CGA Section 2: Budget Part 1 of 1.pdf



Application Formatting

- Pre-formatted
 - Page numbers and section breaks
 - Font style and size
 - Text boxes unless otherwise noted
- Single-spaces
- Add or delete rows as needed
- Table cells allow word wrapping

Resources



Websites for Data and Research

- Definitions, Reporting, and Assessment
- Maryland Adult Education Standards and Frameworks
- Data
- Research and Best Practices
- Privacy and Data Security Policy
- Basic Education Skills and English Language Assessments Policy
- Language Access Plan
- State Policies



Job Descriptions

- State Required Key Staff
 - Program Administrator
 - Intake/Assessment Specialist
 - Instructional Specialist
 - Management Information Systems Specialist



Educational Functioning Levels, Test Benchmarks, and Descriptors

- ABE Levels 1-6
 - Basic Reading and Writing Skills
 - Numeracy Skills
- ESL Levels 1-6
 - Listening and Speaking Skills
 - Basic Reading and Writing Skills
 - Functional and Workplace Skills

Scoring Rubric

- Grant application reviewers will use this rubric
- IELCE and NEDP
 - Application points not included in overall score
 - IELCE and NEDP will be scored independently
 - Scored on a maximum of 5 points
 - 0-2 points – program will be disqualified from receiving funding from that funding line
 - 3-5 points – program will receive funding from that funding line

Application

Cover Page

- Complete all required information
- Signature must be in BLUE ink

Application Checklist

- Submit at a minimum three sections
 - Considerations and Required Documentation
 - Budget
 - Assurances and Certifications
- Optional Sections
 - IELCE-IET Application
 - NEDP Application

Determination of Eligibility

- Eligible Provider:
 - Local education agency
 - Community-based literacy organization or faith-based organization
 - Volunteer literacy organization
 - Institution of higher education
 - Public or private nonprofit agency
 - Library
 - Public housing authority
 - Nonprofit institution that is not described previously and has the ability to provide literacy services to eligible individuals
 - Consortium or coalition of agencies, organizations, institutions, libraries, or authorities described previously
 - Partnership between an employer and an entity described above



Demonstrated Effectiveness

- Applicants currently funded for Title II Services by MD Labor
 - Complete the chart on page 5 only. Do not complete the chart on page 6.
 - Use LACES table 4 to complete the information.



Demonstrated Effectiveness

- Applicants NOT currently funded for Title II Services by MD Labor
 - Complete the chart on page 6 only
 - Do not complete the chart on page 5
 - Use your agency data to complete the chart

Demonstrated Effectiveness

- For applicants applying as a consortium
 - Copy and paste the appropriate chart for each member of the consortium
 - This includes the member that is the fiscal agency

Considerations

- Refer to our agency as MD Labor, not MD DOL or DOL
- For all considerations, answer the prompts within the preset text boxes
- Some text boxes indicate they will expand as needed

Family Literacy MOU

- Only applicants requesting Family Literacy funding are required to submit the MOU(s) between the adult education provider and the partnering agency(ies)
- Signatures must be in BLUE ink



Assurances and Certifications

- Legal documents
- Read carefully
- Separate assurances for NEDP (if applying for NEDP funds)
- All assurances must be signed in BLUE ink

Class Schedules

- ABE/ESL class schedule
 - Include hybrid and blended course offerings
- Separate class schedule for IELCE (if applicable)
- Separate site schedule for NEDP (if applicable)

Budget

Budget

- Each funding line has a Summary worksheet and a Narrative worksheet
- Delete worksheets for funding sources for which you will not apply
- Budgets are not final and do not require signatures
- Finalized budgets will require signatures in BLUE ink

Budget Instructions

- Spending Authority
 - Requires matching funds
 - Formula for calculating matching funds
 - MD Labor requested amount x 25% (.25) = matching contribution
 - Cash match must be at least 35% of total match
- Maintenance of Effort
 - Programs must maintain the full and actual dollar amount of matching funds for all remaining years in the FY 21 grant

Budget Instructions

- Proposed Budget Narratives
 - Budgets must reflect appropriate activities and allowable fund use at reasonable costs.
 - Reasonable “cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award”.
 - Double check calculations

Budget Instructions

- Proposed Budget Summaries
 - Make sure Summary figures match those in the Narrative
 - Include matching funds but not program income
- Budget Descriptions
 - Administrative vs. Instructional
 - Allowable vs. Not Allowable

Budget Workbook Examples

- Example of Summary and Narrative worksheets
- Examples of Administrative vs. Instructional Expenditures
- Examples of calculations
- Examples only – do not represent an actual budget

Budget Workbook Examples

Explanation

- Budget examples with detailed explanations of each completed row

Administrative Expenditures					
Revenue Source: ABE & ESL					
Line Item	Calculation	Requested	Match (20%)		Grand Total
			Cash (35% of total)	In-Kind (55% of total)	
03- Contracted Services					
24 Xerox Copier Lease	10 months x \$76		760		760
25 Off site cleaning	10 months x \$200			2,000	2,000
26					-
27					-
Subtotal - Contracted Services		-	760	2,000	2,760
04- Supplies and Materials					
30 Office Supplies	Copy paper, paper clips, post-it notes, binder clips	324			324
31					-
32					-
33					-
Subtotal - Supplies and Materials		324	-	-	324
05- Equipment					
36 Canon desktop copier			859		859
37					-
38					-
39					-
Subtotal - Equipment		-	859	-	859

Administrative Expenditures¶

Contracted Services¶

Line 24—The cost of leasing or servicing equipment is not an allowable MD Labor expense.¶

¶

Line 25—The cost of cleaning an off-site facility is not an allowable MD Labor expense.¶

¶

Supplies and Materials¶

Line 30—Office supplies do not need a break down of prices for individual items. However, a list of items should be provided to adequately indicate how the funds will be spent.¶

¶

Equipment¶

Line 36—Equipment such as a desktop copier would not be an allowable MD Labor expense.¶

Optional Applications

IELCE/IET Application

- Separate and **optional** application
- Budget and class schedule workbooks specific to IELCE/IET
- Carefully read requirements and explanation for this funding source

IELCE Funding

- The funds available for IELCE is the amount of money that would be distributed if ALL jurisdictions applied and received IELCE funds
- Funds distributed may change depending on the number of programs that apply for and are awarded IELCE funds
- Programs may ask for the amount of funding they think is necessary
- No guarantee requests will be met

NEDP Application

- Separate and **optional** application
- Budget and site schedule workbooks specific to NEDP
- Assurances specific to NEDP
 - Signatures must be in BLUE ink

NEDP Funding

- NEDP Funds Available by Jurisdiction
 - Total NEDP Federal - \$312,985
 - Total NEDP State - \$273,734



Additional Questions?

- Submit all questions regarding any document in the application process to Ellen Beattie at ellen.beattie@maryland.gov.
- Questions **must** be submitted no later than February 17, 2020 at 4:00 pm.
- Questions and responses will be posted on the MD Labor website.
- Webinar recording and slides will be posted on the MD Labor website.





**Thank you for your
participation!!**

