

Adult Education PY 15-16 Grant Continuation Webinar

February 18, 2015

1pm-3pm



Agenda

- New terminology
- Overall emphasis and changes
- Allocations
- Forms
- Narrative requirements
- Appendices
- Submission guidelines
- Questions

Terminology

- ***Provider*** - an organization providing AE
- ***Program*** - approved plan of action and activities
- ***ELL (English Language Learners)*** –first language not English

Overall Emphasis

- Holistic service delivery
- Improving services to job seekers and employers
- Focus on *transition* to post-secondary training or education / employment
- Enrollment AND performance

Key features and changes in WIOA

- Emphasizing the use of **career pathways and sector partnerships** to promote employment
- Youth: out-of-school age 16-24
- Youth formula: **75% of funds** to out-of-school youth
- Work-based learning for youth (20%+ of local funds to summer jobs, pre-apprenticeship training, on-the-job training, internships)
- Incorporating three new activities (workforce preparation, integrated education & training, and integrated ELC)
 - Developing / strengthening partnerships

Appendix A - Allocations

NOT FINAL

Latest document posted this week

- Funding is based on projections → changeable
- Same formula and inputs:
 - % statewide Enrollment = 40%
 - % UI Claimants = 10%
 - % reimbursements earned for outcomes = 50%

Budget Form 2A (Excel Workbook)

- **New:** date & original/revision (#)
- **Form 2A: Fiscal Agent Budget**
 - Budget state funds for line items that will be expended most quickly
 - Budget for institutional (jail) programs separately. Use State funds.

2015-2016 Adult Education Grant Continuation				INDIANA WORKFORCE DEVELOPMENT		INDIANA ADULT EDUCATION		Date:
Form 2A – Adult Education Budget and Cost Analysis				INDIANA WORKFORCE DEVELOPMENT		INDIANA ADULT EDUCATION		Submission
General Program Operation				INDIANA WORKFORCE DEVELOPMENT		INDIANA ADULT EDUCATION		Original
Fiscal Agent Information								
Region:								Revision 1
Name of Fiscal Agent:								Revision 2
DUNS#:				CCR#:				Revision 3
Financial Officer Name:								Revision 4
Financial Officer Email:								Revision 5
Financial Officer Phone:								

Budget Form 2B (Excel Workbook)

- **Form 2B: Admin Cap Waiver**
 - Only for Admin over 5%
 - **BLUE INK SIGNATURE**
 - Submitted as needed by **fiscal agent**

Budget Form 2C (Excel Workbook)

- **Form 2C – Professional Development Budget**
- **Part of your Admin costs – no separate budget**
- Submitted by **fiscal agent**
(all programs report to FA → FA submits one document)
- 9+ hours → minimum of one DWD initiative
- **waiver** available for teachers in K-12 system
 - Title, content, and date of the Professional Development event attended;
 - Course or event certificate of completion or Professional Growth Points certificate;
 - Explanation of how the non-DWD PD event aligns with DWD PD activities for PY15;
and Verification of full-time K-12 employment.

Form 2D

- **Form 2D – Program Staffing Table**
- To populate NRS Table 7 (Program Staffing Levels)
- Definitions
- Submitted by **each program**

Unpaid volunteers

Form 3 – Performance Measures

- OCTAE NRS Targets
 - Determine as a **consortium**
 - Same format as last year – consider past data to propose new targets
 - DWD will negotiate with regions as needed to ensure OCTAE's targets are met
 - Used to determine **program efficacy**

Performance Measures cont.

- Consortium Performance Targets
 - Measures that DWD will use to determine program efficacy, in addition to the Performance Incentive Schedule
(InTERS: # of enrollments, % completing a level)
 - Used to determine the need for future **monitoring and technical assistance**

Form 5 – Authors list

- List the contributors to each part of the grant
(name, title, contributed parts, email address)

Narrative Requirements

1. Responses to specific narrative questions

– 2 pages per focus area

- Consortium Management;
- WorkINdiana;
- AE Program Learner Engagement and Completion;
- College and Career Readiness.

In the **same narrative** approved for PY14-15 – highlight the changes

Narrative Requirements

2. Professional Development

- Four specific questions: needs / utilization of PD
- Consider PD budget (Form 2A) and PD calendar (Appendix D) when providing answers
- Should correspond with Form 2C

Narrative Requirements

3. Provider reflective analysis & Consortium plan

- Provider analysis: max 2 pages per provider
- Consortium plan: max 2 pages for consortium (plans from each provider are collected and summarized on two pages as a region)
- Replaces SWOT analysis!

Narrative Requirements

4. Transition activities from WIA to WIOA

By each provider

- Workforce preparation activities

(completion of education or training,
or transition to employment)

- Integrated Education and Training

(AE and literacy activities concurrently and contextually with workforce preparation activities)

- Integrated English Literacy and Civics

(ELC in combination with integrated education and training activities, and workforce preparation)

*** How do you plan to develop / strengthen the partnerships with WIA funded youth programs? ***

Submission Guidelines

1. Form 1 – Grant Continuation Cover Sheet
 2. Grant Continuation Checklist (**AEC check**)
 3. Subsequent documents in the order listed on the Grant Continuation Checklist
- Hard copy (DWD address – p.12)
 - Electronic copy (adulthood@dwd.in.gov)

Due date

**Section III, Q4: Monday, March 2, 2015 to your AEC
(good draft)**

**Full application: Thursday, April 2, 2015 at 10am
(hard copy + electronic format)**

Confirmation email sent upon receiving both

Summary of changes

- AEC check
- **Blue ink** signatures
- Forms: note date + submission (original/revision)
- No separate PD budget – waiver available
- Deadline:
 - Section III, Q4 → 3/2 to AEC
 - Full application → 4/2 at 10 am to CO

Questions??

Thank you