



Adult Education and Family Literacy Act Grant Competition

WIOA Sections 231, 225,
& 243

Applicant Information Session
March, 14, 2025

Welcome

In-Person Session

- Please silence cell phones and other devices
- Questions: Hold until the end or use Question Handout

Virtual Session

- The use of AI tools are prohibited for State of Iowa hosted meetings. Please do not use these tools in this meeting. AI Bots added to this meeting will be removed.
- Attendees looking for accessibility tools within Microsoft Teams can find those by going to More-Settings-Accessibility
- Questions: Submit through the chat or ask at the end
- Microphones are muted – raise hand to be unmuted to submit a question at the end of the presentation
- Cameras can be turned off if attendee experiences bandwidth issues

Welcome (cont.)

Both Sessions

- Virtual Applicant Information Session will be recorded and posted no later than **3/17/2025** on the IWD website
- Responses to questions received during both sessions will be posted no later than **3/21/2025** on the IWD website

Agenda

- Overview of WIOA and AEFLA
- Competition
 - Timeline
 - Eligibility and Demonstrated Effectiveness
 - 13 Considerations and Other State Considerations
 - Budgetary Requirements
 - Application Submission and Review
- Questions and Answers

WIOA Background and Purpose

The Workforce Innovation & Opportunity Act of 2014 (WIOA) requires the alignment of workforce, education and economic development systems to support access to high-quality, comprehensive and accessible workforce services for all individuals, including those with significant barriers to employment.

- Signed into law on July 22, 2014 (President Obama)
- Goal to improve job and career options
- Utilizes an integrated workforce system
- Focuses on collaboration among WIOA Core Partners
 - Title I: Adults, Youth and Dislocated Workers
 - **Title II: Adult Education and Literacy**
 - Title III: Wagner-Peyser Employment Services
 - Title IV: Vocational Rehabilitation
 - Iowa Vocational Rehabilitation Services
 - Iowa Department for the Blind



Iowa Workforce
Development

Title II: Adult Education and Literacy

Adult Education and Family Literacy Act (AEFLA) Purpose (34 CFR §463.1):

- (1) Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;
- (2) Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways;
- (3) Assist immigrants and other individuals who are English language learners in:
 - (a) Improving their reading, writing, speaking and comprehension skills in English; and mathematics skills; and
 - (b) Acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship.

Title II: Adult Education and Literacy Sections

- WIOA Sec. 231
- WIOA Sec. 225
- WIOA Sec. 243

Integrated Education and Training (IET) – 5% minimum

A service approach that provides:

- **Adult Education and Literacy activities** concurrently and contextually with:
- **Workforce Preparation Activities** and,
- **Workforce Training** for a specific occupation or occupational cluster for the purpose of educational and career advancement. (WIOA Section 203 (11))

2025 Competition Timeline

- 3/5/2025: NOFO Released
- 3/14/2025: Applicant Information Sessions
- 4/4/2025: Questions Due via lowagrants.gov
- 4/21/2025: Applications Due Date by 2pm Central Time
- 4/24/2025: Notice of eligibility sent to applicants via lowagrants.gov
- 4/24/2025-5/16/2025: Application review/scoring
- 5/23/2025: Announcement of awardees and funding estimates.
- 7/1/2025: Multi-year Grant Cycle Begins
- 7/14/2025-7/15/2025: New Grant Cycle Training

Direct and Equitable Access (WIOA Section 231(c))

- The competitive grant process ensures:
 - All eligible providers will have direct and equitable access to apply and compete for grants;
 - The same grant announcement and application processes are used for all eligible applicants in the State; and
 - All applicants are aware of and respond to the same requirements including, but not limited to:
 - Demonstrated Effectiveness
 - Programmatic and Budgetary Requirements
 - The thirteen (13) federal considerations.

Priorities of Funding

- As required by WIOA; funding is prioritized for the following applicants:
 - Who have **demonstrated effectiveness** in improving the literacy of eligible individuals, especially; with respect to eligible individuals, who have low levels of literacy;
 - Whose services are **aligned with local workforce strategies, priorities, and partners**; and
 - Whose services are **responsive to the needs of persons with barriers to employment**.

Important Additional Information



Applicants need to be familiar with the:

- Law (WIOA and Title II);
- Applicable Federal and State regulations –EDGAR, Uniform Guidance, Iowa Code;
- Iowa's Unified State Plan
- Local Workforce Development Plans
- Application instructions
- Iowa Adult Education and Literacy Policies:
 - Assessment Policy
 - Program, Instructor and Content Standards
- Refer to lowagrants.gov and the NOFO for more details.

Types of Eligible Applicant Organizations

- A. A local educational agency;
- B. A community-based organization or faith-based organization;
- C. A volunteer literacy organization;
- D. An institution of higher education;
- E. A public or private nonprofit agency;
- F. A library;
- G. A public housing authority;
- H. A nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide adult education and literacy activities to eligible individuals;
- I. A consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H); and
- J. A partnership between an employer and an entity described in any of subparagraphs (a) through (i).
- K. Other

Determining Applicant Eligibility

- An organization must be considered an “eligible provider” to receive federal adult basic education funding.
- All organization who respond to the Notice of Funding Opportunity (NOFO) will be reviewed by IWD for their status of eligibility.
- Applicants will be notified of their eligibility status via lowagrants.gov by **4/24/2025**.
 - *Applicants determined to be ineligible because they did not meet the eligible provider requirements will not be considered for funding.*
- Demonstrated Effectiveness (34 CFR §463.23): An organization that has demonstrated effectiveness in **two consecutive years** (state requirement) in providing adult education and literacy activities.

Demonstrated Past Effectiveness

Eligible Provider (34 CFR §463.24):

- An organization must by provide performance data in improving the skills of **eligible individuals, in particular, individuals who are basic skills deficient** in the content domains of **reading, writing, mathematics, and English language acquisition.**
- An eligible provider 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 and training.**

*Consortium Applicant: Each consortium member must meet the eligibility criteria as outlined.

Demonstrated Past Effectiveness Continued

An Eligible Provider must demonstrate past effectiveness in 1 of 2 ways:

- An eligible provider that has been previously funded under Title II of WIOA must provide two consecutive years of performance data in the **FY2026 (PY25) AEFLA Demonstrated Effective** Table: **Current AE Providers** Tab.
- An eligible provider that has not been previously funded under Title II of WIOA must demonstrate its past effectiveness in serving basic skills deficient eligible individuals, including evidence of its success in achieving outcomes listed in WIOA with two consecutive years of performance data in the **FY2026 (PY25) AEFLA Demonstrated Effective** Table: **Non-Current Providers** Tab.
- *Applicants determined to be ineligible because they did not meet the eligible provider requirements will not be considered for funding.*

Accountability and Performance



In order to measure the effectiveness of local areas, WIOA Section 116 performance accountability measures apply across the core programs. Levels of performance are negotiated with the U.S. Department of Education, for each fiscal year.

Performance of Adult Education and Literacy (AEL) providers is based upon:

- **Enrollment Target:** based on application and continuous improvement.
- **Measurable Skills Gains (MSGs)**
- **Credential Attainment**
- **Employment Rate-2nd Quarter after Exit**
- **Employment Rate-4th Quarter after Exit**
- **Median Earnings-2nd Quarter after Exit**

Please review the full NOFO for information and resources on Performance Measures.

Proposed Project Content Evaluation

Responses to the NOFO will be evaluated based on alignment with Section 231(e)(3) of WIOA (13 Considerations) and Iowa's Adult Education and Literacy Program Standards. Benchmarks for each principle serve as guides for continuous program improvement and progress.

- Program Design and Leadership
- Curriculum, Instruction and Professional Development
- Learner Progress
- Accountability
- Community Interaction and Outreach
- One-Stop System Integration

Additional Application Guidance

- The Applicant is asked to be brief and concise in responding to the Notice of Funding Opportunity questions and instructions. Each narrative response is limited to 3,000 characters (approximately 500 to 1000 words).
- Each form in the application contains instructions describing the intent and content to be included.
- For each attachment, please follow the provided format.
- The Applicant may not provide additional attachments beyond those specified in the NOFO for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated.

Application Forms

Description	File Name 
Additional resources and links.	FY2026 (PY25) Additional Resources and Links.pdf
Blank W9	W-9 blank.pdf
Budget Template and Directions	FY2026 (PY25) AEFLA Budget Narrative Directions Aligned V3.xlsx
Corrections Facilities	FY2026 (PY25) AEFLA 225 Corrections Facilities.xlsx
Demonstrated Effectiveness	FY2026 (PY25) AEFLA Demonstrated Effectiveness (1).xlsx
Directions for Pulling Demonstrated Effectiveness Data from TE	FY2026 (PY25) AEFLA Demonstrated Effectiveness NRS Instructions.pdf
Document to be completed by applicant.	FY2026 (PY25) AEFLA Program Flexible Schedule.xlsx
Full NOFO PDF	FY2026 (PY25) AEFLA NOFO - Adult Education 231, 225, 243 F.pdf
IET and IELCE Alignment	FY2026 (PY25) AEFLA Integrated Education and Training Alignment (IET and IELCE).xlsx
Personnel and Qualifications	FY2026 (PY25) AEFLA Personnel List and Qualifications.xlsx
Prior Professional Development	FY2026 (PY25) AEFLA Prior Professional Development Activities.xlsx

Available Funds



IWD anticipates making multiple awards as a result of this NOFO. Award amounts will depend upon available funding.

Final amounts of fund available for grants will be determined once U.S. Ed releases funding estimates to the states.

IWD reserves the right to negotiate with the successful Applicant to finalize a budget. Adjustment may be based on whether the requested amount is appropriate, proportionate to the participants served, based on previous performance, and reasonable, as determined by the Department.

Financial and Budgetary Requirements



Eligible providers must use AEFLA funds to establish or operate programs that provide adult education and literacy activities, including programs that provide these activities concurrently.

- All grantees must meet the requirements of the Education Department General Administrative Regulations (EDGAR) and 2 CFR 200.
- Requests for reimbursement must be submitted quarterly via www.iowagrants.gov and all documentation must be included to demonstrate that the claim is allowable, allocable, reasonable, and necessary.
- Grantees will submit an end of year fiscal report, adhere to assurances and will submit to periodic program review, monitoring, and/or technical assistance on-site visits.

Uniform Guidance

- **Allowable:** refers to costs that can be funded with federal grant dollars as long as the cost fits within a framework of responsible stewardship of public funds.
- **Allocable:** the cost of the item is proportional to the benefit the program will receive from the cost (especially important when it comes to salaries).
- **Reasonable:** a cost is “reasonable” if, in its nature and amount, it does not exceed that which would be incurred by a prudent person.
- **Necessary:** a cost is “necessary” if it meets an important program objective -it must address an existing need.

Supplement, Not Supplant

- Title II, Sec. 241 funds must supplement, and not supplant other state or local public funds expended for adult education and literacy activities.
- “Supplement, not supplant” means the federal funds are intended to augment or increase, not replace, monies that would have been used if the federal funds had not been available.

Match Requirement

For IWD to maintain the federally required maintenance of effort, all applicants must demonstrate a match of 1:1 of the funds requested.

Federal funds may not be used for matching funds.

Examples of the 1:1 match of funds can include, but are not limited to:

- Any non-federal dollars used to provide adult education and literacy activities;
- In-kind contributions to adult education and literacy activities.
- The cost of staff time spent in providing adult education and literacy activities.

Additional details are provided in the full NOFO.

Program Income

- Programs may generate income to defray program costs, when appropriate
- "gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance..."
- Tuition and fees are considered program income (testing, etc. Anything related to the program)
- Use of program income methods: Deduction, **Addition**, and ~~Cost-sharing~~
- "A local subgrantee charging reasonable and necessary tuition or fees to students and employers may use that income to provide additional adult education and literacy services that it would otherwise be unable to provide."

Program Income (cont.)

- Providers who plan to generate program income must:
 - Estimate that income during the grant application process
 - Expend program income prior to requesting any federal funds
 - Account for income and expenditures in program records/reports
 - Ensure income is used for costs allowable under AEFLA
 - Ensure that fees charged to students participating in an adult education program that receives federal support are equitably administered and do not reach levels that have an adverse effect on the participation of economically disadvantaged students.

Time and Effort Reporting

- Uniform Guidance (2 CFR Sec. 200.430) requires time distribution records to be maintained for all employees whose salary is paid in whole or in part with federal funds or is used to meet a match or cost share requirement for a grant.
- Time and effort reporting is almost always requested and reviewed by federal auditors when grants are under review.
- The effort report must reflect an "after-the-fact" distribution of actual activities and must be signed and dated by the employee.

Administrative Expenditures (Title II, Sec. 233)

Administrative costs are those charges to the program that are not directly related or can be allocated to the instructional costs of the program.

- There is a **5% limit** on administrative costs. Unless a higher limit is negotiated. (Special Rule: Section 233)
- This includes costs related to the planning and administration of the grant, carrying out performance accountability requirements, professional development, and carrying out one-stop infrastructure funding responsibilities.

Special Rule: Section 233

Special Rule for Local Administration Costs Limits

- In cases where the cost limits described in subsection (a) are too restrictive to allow for the activities described in subsection (a)(s), the eligible provider shall **negotiate** to determine an adequate level of funds to be used for administrative purposes.

Expenditures

Administrative Expenditures:

- Only administrative salaries that directly support the grant can be approved by IWD. Administrators who provide direct student services need to account for those hours as instructional expenses.
- The administrative costs for sub-grantees must also be included as part of the total administrative cost.
- Professional Development Costs
- Infrastructure Costs
- NRS Reporting Requirements

Instructional Expenditures:

Examples of Instructional Expenditures include:

- Salary and Benefits
- Instructional Material
- Assessments (CASAS)

Budgetary Information:

- Applicants must submit a proposed budget for services in PY25/FY 2026 (July 1, 2025 - June 30, 2026).
- Applicants will provide a detailed narrative describing the activity and activities that will be provided and how funds will be allocated.
- Applicants will also provide a line-item budget summary for each grant.
- Applicants submit budgetary information in the "FY2026 AEFLA Budget Form and Instructions" spreadsheet via lowagrants.gov
- The spreadsheet contains two (2) tabs
 - Instructions and Information
 - Budget Chart
- On the "Budget Chart" enter information and costs which should align the expenditure guidance such as:
 - 101 Personal Services (Salaries and Benefits) Administrative
 - 200 Professional Development Expenses
 - 202 In State Travel and 205 Out of State Travel
 - Etc.,

Proposal Submission Requirements

The Applicant's proposal must follow instructions provided in www.iowagrants.gov to complete the application.

Each form in the application contains instructions describing the intent and content to be included.

Application Review

Each application will be reviewed to determine if it meets the eligible provider requirements detailed in the NOFO as part of the awards process.

- It is the responsibility of all Applicants to seek clarification, in writing, if they do not understand any information or instructions. lowagrants.gov includes an "Ask a Question" option for the NOFO.
- Questions related to the NOFO and applicable processes must be asked via the lowagrants.gov system no later than **April 4, 2025**.
- Responses will be compiled in writing and posted on lowagrants.gov by **April 11, 2025**.

Application Review Process

Each application will be reviewed to determine if it meets the eligible provider requirements detailed in the NOFO as part of the awards process.

- All applications submitted by **April 21, 2025**, at 2pm (Central Time) will be evaluated prior to review to verify that the following criteria have been met:
 - Complete application is submitted by the required due date (**April 21, 2025, at 2pm Central Time**).
 - Determination of the applicant's eligibility based on "Demonstrated Effectiveness" in providing services to improve the literacy of eligible individuals, especially those individuals with low literacy skills, is provided.
- Applications will be reviewed for Demonstrated Effectiveness and Overall applicant eligibility by **4/23/25**. Notification made via lowagrants.gov.
- Applications will be reviewed by applicable Local Workforce Development Board(s) regarding alignment with the local workforce development plan. The Boards may provide recommendations for alignment by **5/16/25**.
- Applications will be reviewed for project design, budgetary projections and the return on the investment of applicable AEFLA funds by **5/16/25**.
- Announcement of grant recipient awardees and estimated funding amount by **5/23/25**.

Contract Terms

Following the initial term of the contract (7/1/2025-6/30/2026) and subject to continued availability of funding, IWD retains the right to fund the grant recipient for an additional year (7/1/2026-6/30/2027).

The exercise of grant renewals after the first year of funding will be made on a program-by-program basis.

Renewals will be contingent on the grant recipient's ability to successfully implement the terms of the grant and demonstrated effectiveness as determined by outcomes.

Sub grantee agreements in accordance with 2 CFR 200.

Submission Deadline Reminder

Proposals must be received by April 21, 2025, no later than 2:00 p.m. Central Time. The lowagrants.gov application portal will close automatically at the deadline and will not be reopened.

Proposals must be submitted electronically through lowagrants.gov.

The NOFO is listed in lowagrants.gov as:

- ID#: **597897**
- Opportunity Name: **FY2026 (PY25) AEFLA, WIOA Sec. 231, 225, and 243**

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Questions

In Closing



- Questions regarding the NOFO can be submitted via lowagrants.gov.
- The state of Iowa Adult Education and Literacy (AEL) Team can be reached via email at adulthoodeducation@iwd.iowa.gov