

WORKFORCE INNOVATION AND OPPORTUNITY ACT ~

TITLE II, ADULT EDUCATION & FAMILY LITERACY TECHNICAL ASSISTANCE WORKSHOP

Wednesday, September 27, 2017

Friday, September 29, 2017

Guam Community College
Student Services & Administration Building
Conference Room

AGENDA



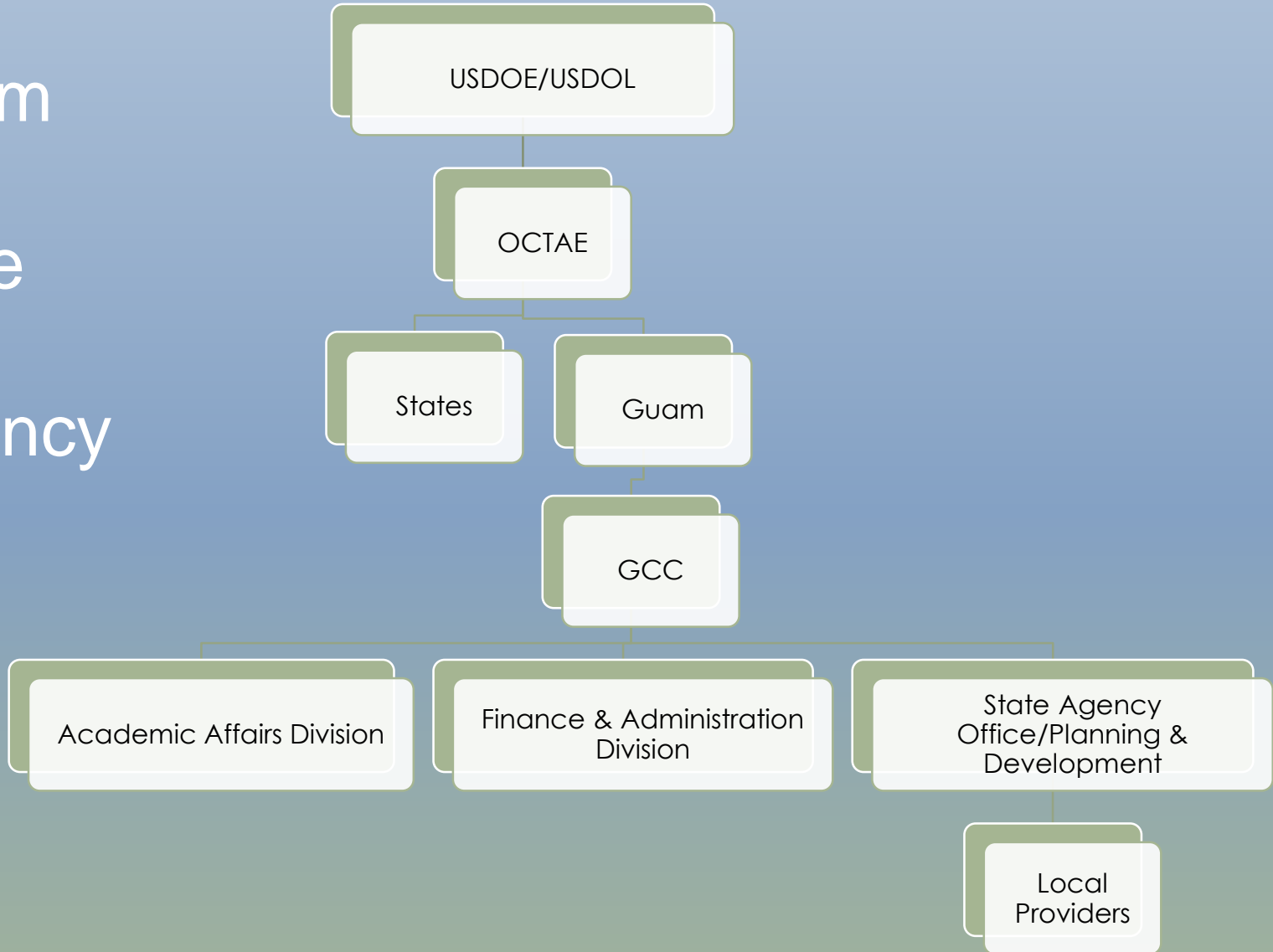
- Overview
- Resources
- WIOA Proposal
- Break Out Activity
- Reminders
- Questions
- Evaluation

OVERVIEW:

Guam

State

Agency

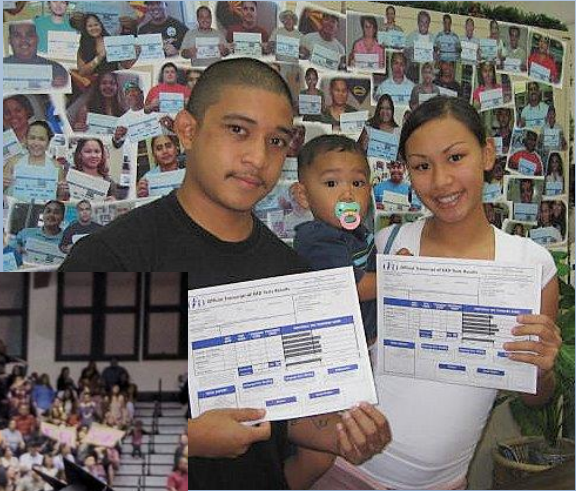


OVERVIEW:

Purpose

- Disseminate Information
- Technical Assistance

OVERVIEW: PURPOSE



Statement of Work

WIA

AWARDS

AEO \$229K

Catholic Social Service \$54

aeo \$270K

CSS \$35K

CSS \$40K

Language Barriers \$58K

AEO \$263K aeo \$303K

GHC \$58K

Guam Humanities Council \$76K

GHC\$76K

AEO \$209K

Guam Humanities Council \$58K

Guam

Humanities

Council \$56K

GHC \$64K

SANCTUARY \$59K

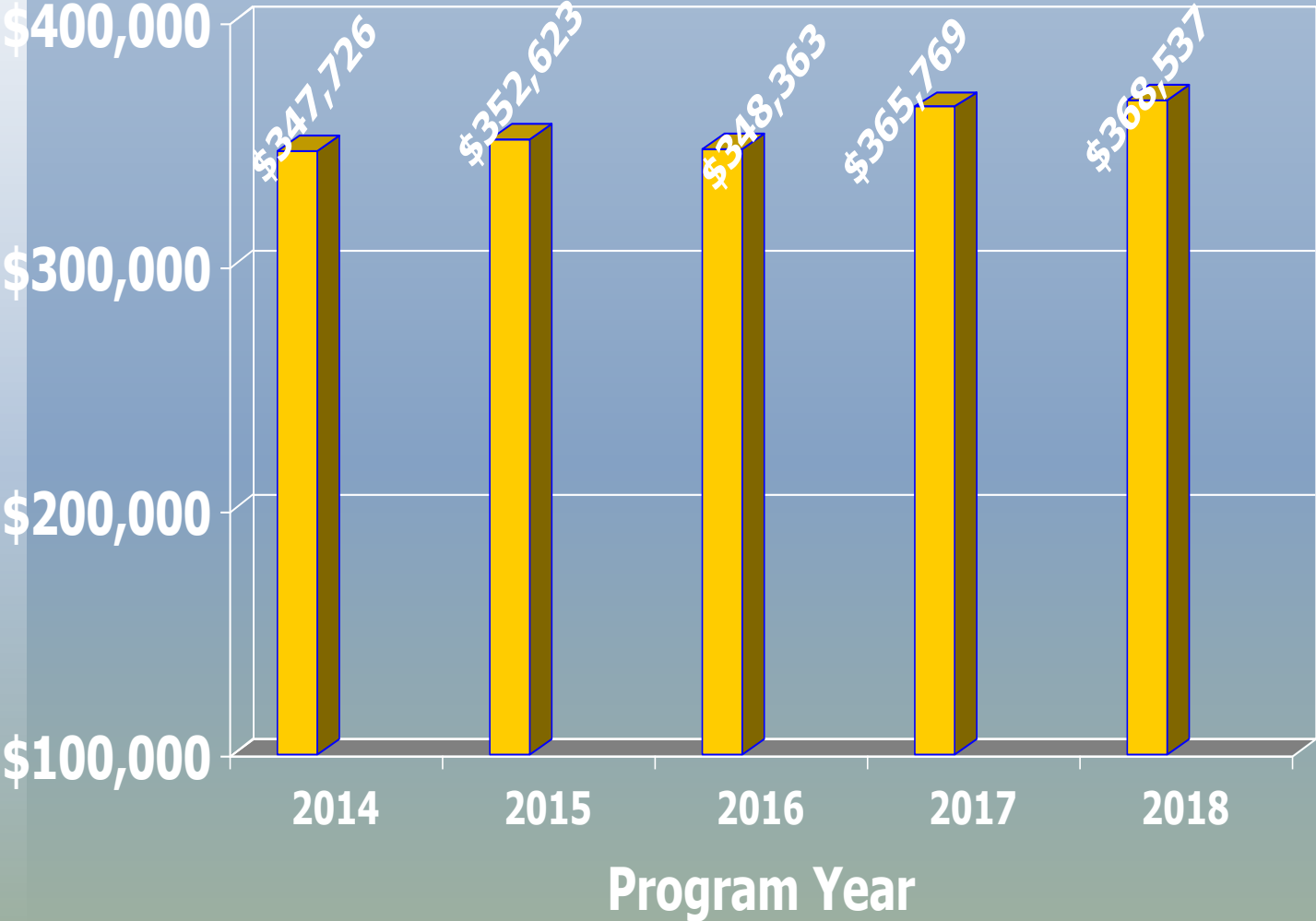
WIOA AWARDS



AEO \$360K

aeo \$346K

OVERVIEW: *PURPOSE*



OVERVIEW: *ELIGIBILITY*

- ▶ local educational agency;
- ▶ CBO of demonstrated effectiveness;
- ▶ volunteer literacy organization of demonstrated effectiveness;
- ▶ an institution of higher education;
- ▶ nonprofit agency;
- ▶ a library;
- ▶ a public housing authority;
- ▶ a nonprofit institution not described above;
- ▶ a consortium or coalition described above; and
- ▶ a partnership between an employer and an entity described above

OVERVIEW:

- ❑ State Agency/Planning & Development Office
- ❑ www.guamcc.edu
- ❑ Resource Book – Guide for Writing Grant Proposal **[tab 5]**
- ❑ CD



OVERVIEW: SUBMISSION

- Dean's Office *(if applicable)*
- State Agency Office/Planning & Development Office
- Original & 2 *complete* copies
- Deadline **OCTOBER 27 2017**



Mark your
calendar

**BEST PRACTICES,
NATIONAL
STANDARDS,
DATA**



RESOURCES:

- Intent of the WIOA
 - To assist job seekers
 - To assist employers
 - To assist adults to become literate

RESOURCES:

- To assist adults obtain education and skills
- To assist adults in attaining a secondary diploma and transition to PS
- To assist adults who are English language learners

RESOURCES: WIOA STATE PLAN FOR THE TERRITORY OF GUAM

❖ *“Combined”*

❖ 2016-2020

[tab 4]

RESOURCES ~

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Assessment Policy

OTHER

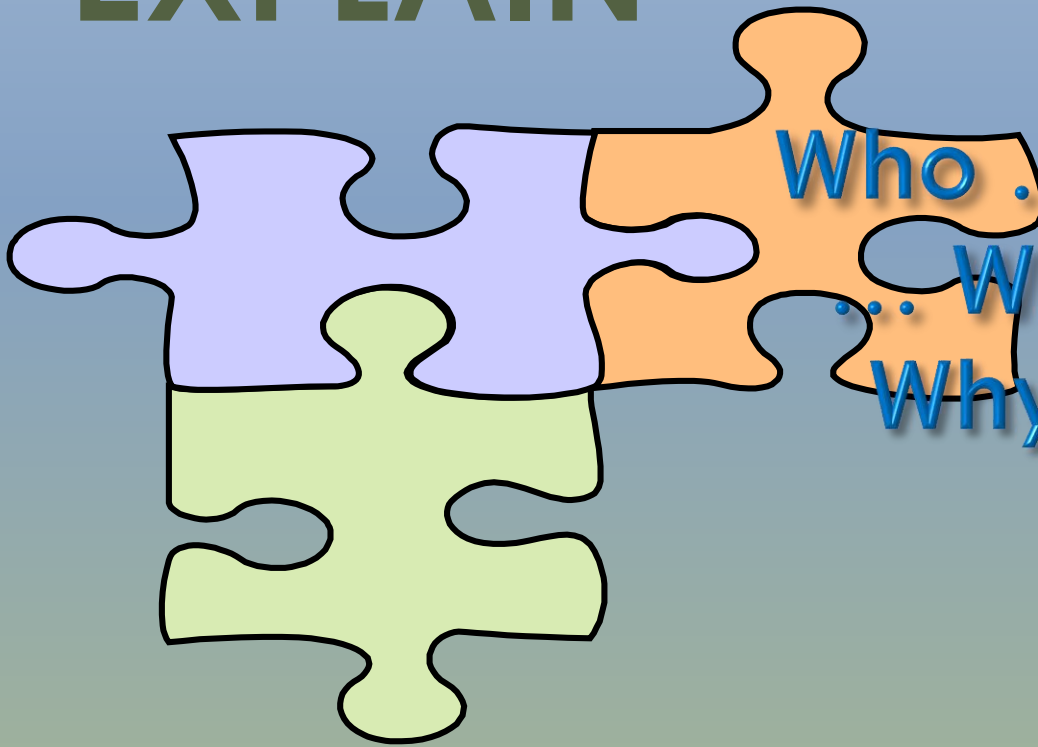
[tab 6]

THINK IT THROUGH





DESCRIBE, DEMONSTRATE, EXPLAIN



Who ... What ... When
... Where ... How ...
Why ... YOU NEED

\$\$\$

THE PROPOSAL / APPLICATION



WIOA, TITLE II PROPOSAL ~ COVER PAGE

✓ *Internal*

EXTERNAL COVER SHEET

WIA, Title II

“Adult Education and Family Literacy”

Guam Community College

PROJECT TITLE:

DATE SUBMITTED:

SUBMITTED BY:

[Applicant's name]

[Address]

[Phone Number]

[Facsimile Number]

[Email Address]

Approved By:

Applicant

Date

INTERNAL COVER SHEET

WIA, Title II

“Adult Education and Family Literacy”

Guam Community College

PROJECT TITLE:

DATE SUBMITTED:

SUBMITTED BY:

[Applicant's name]

[Address]

[Phone Number]

[Facsimile Number]

[Email Address]

Approved By:

Applicant

Date

Department Chair

Date

Dean

Date

AVP

Date

[Ensure that your grant proposal is received by the Dean's Office at least five (5) business days prior to the State Agency's submission deadline.]

✓ *External*

✓ *Approval*

[tab 6]

PROPOSAL ~ ABSTRACT

- 1 page – double spaced
- Snap shot
- Concise Information



[tab 5, page 8]

WIOA, TITLE II PROPOSAL ~

- 3 pages – single spaced
 - ✓ Responsiveness
 - ✓ Individuals w/disabilities
 - ✓ Past effectiveness
 - ✓ Alignment to WIOA State Plan
 - ✓ Cooperative arrangements
 - ✓ Promote concurrent enrollment

Statement of Work

[tab 5, page 9]

WIOA, TITLE II PROPOSAL ~

- 7 pages – single spaced
 - ✓ Describe each item

Statement of Work

[tab 5, page 10]

WIOA, TITLE II PROPOSAL ~

- Local Program to be funded

Statement of Work

WIOA, TITLE II PROPOSAL ~

- College and Career Readiness Standards for Adult Education

Statement of Work

WIOA, TITLE II PROPOSAL ~

➤ Work Schedule Plan

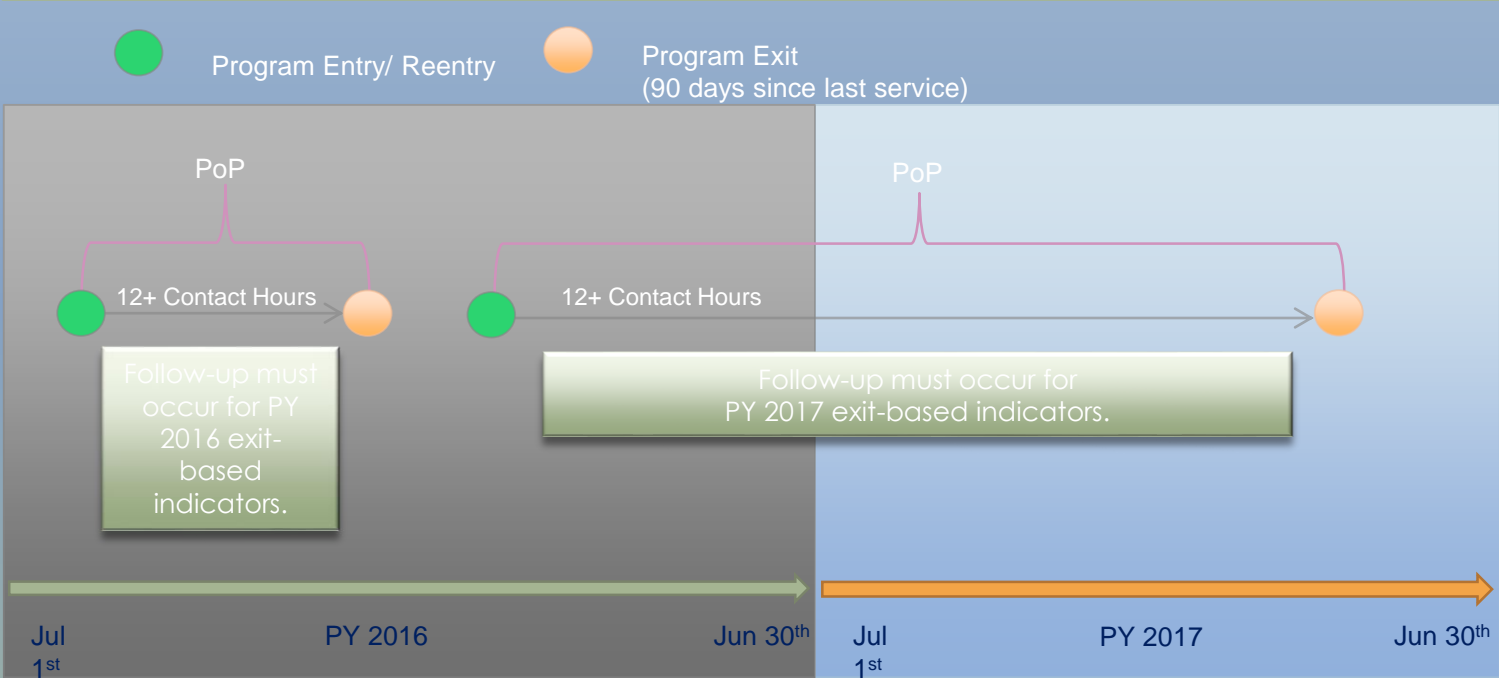
- ✓ Project Objectives
- ✓ Task/Activity
- ✓ When
- ✓ Staff

WIOA, TITLE II PROPOSAL ~

➤ Measurable Goals

- ✓ Unsubsidized employment
- ✓ Median earnings
- ✓ Receipt of credential
- ✓ Education training leading to a credential

PERIODS OF PARTICIPATION (POP) FOLLOW-UP INDICATORS EXAMPLE



MEASURABLE SKILL GAINS (MSG)

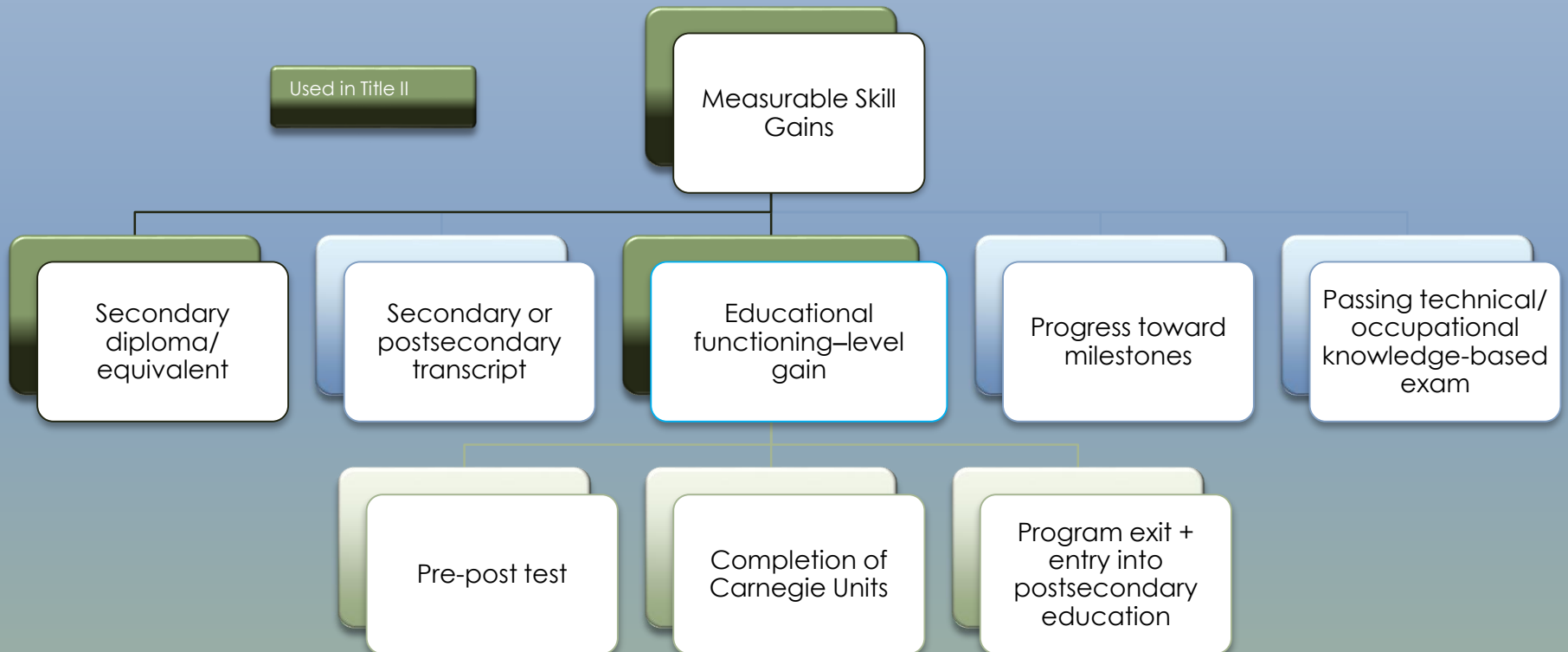
- ▶ **Five types** of gain to measure progress toward academic, technical, or occupation credential, or employment
- ▶ **Two types** of gain apply to adult education:

(1) Educational functioning level (EFL) gain—three ways to document EFL gain

(2) Receipt of a secondary credential



FIVE TYPES OF MEASURABLE SKILL GAINS FOR WIOA



EMPLOYMENT PERFORMANCE INDICATORS

Second Quarter Employment

- The percentage of participants who are in unsubsidized employment during the second quarter after exit

- Median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program

Fourth Quarter Employment

- The percentage of participants who are in unsubsidized employment during the fourth quarter after exit

WIOA, TITLE II PROPOSAL ~

➤ Proposed Services

Statement of Work

WIOA, TITLE II PROPOSAL ~

➤ Program Intensity

Statement of Work

WIOA, TITLE II PROPOSAL ~

➤ Use of Technology

Statement of Work

WIOA, TITLE II PROPOSAL ~

➤ Learning in Context

Statement of Work

WIOA, TITLE II PROPOSAL ~

- Quality of Instructors,
Counselors,
Administrators

WIOA, TITLE II PROPOSAL ~

- Link to Other Resources / Providers

Statement of Work

WIOA, TITLE II PROPOSAL ~

➤ Flexible Schedule

Statement of Work

WIOA, TITLE II PROPOSAL ~

➤ Information Management System

Statement of Work

WIOA, TITLE II PROPOSAL ~

- Need for Additional Programs

WIOA, TITLE II PROPOSAL ~

➤ Sustainability

Statement of Work

WIOA, TITLE II PROPOSAL ~ PROJECT OUTCOMES

2 pages – single spaced

- Core indicators

- Measurable to project objective

Work Schedule Plan					
Project Goal:					
Project Objective	Task/Activity	Year 1 by Quarter (Q)			Responsible Staff
		Q1	Q2	Q3	
1.					
2.					
3.					

Indicator	Measure Definition	Planned Level of Outcomes
1. <i>Percentage of program participants who are in unsubsidized employment during the second quarter after exit from program.</i>	<p>Numerator: The number of participants in unsubsidized employment during the second quarter after exit from program.</p> <p>Denominator: The number of participants in the second quarter after exit from program.</p>	At least 35% of the participants are in unsubsidized employment during the second quarter after exit from the program.
[tab 5, page 13]		

YOUR PROPOSAL



Discuss Idea

Research ~ Best Practices ~ Data

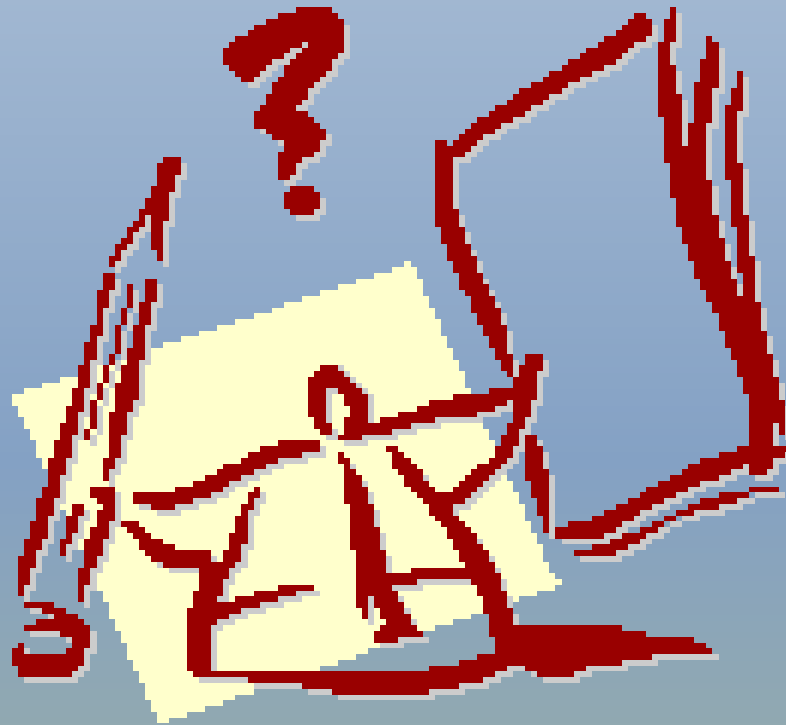
Describe ~ Describe ~ Describe

Budget

Checklist ~ Attachments

Deadline

BREAK OUT ACTIVITY



[tab 9]

REMINDERS:



[tab 10]

CTE
Carl D. Perkins

PROPOSAL PACKET CHECKLIST (Refer to Guide for Writing a Grant Proposal for details)

- Cover Page** – Complete appropriate form (internal or external); signed and dated
- Abstract** – One page (maximum);
- Statement of Need** – Three pages (maximum)
- Statement of Work** – Seven pages (maximum); develop concise paragraphs on each of the twelve items; complete Work Schedule Plan
- Project Outcomes** – Two pages (maximum); performance measure(s) should correspond to a project objective identified in the Work Schedule Plan
- Budget** – No page limit; link back to project objectives and Work Schedule Plan, provide complete detail list and narrative/justification for each object category
- Attachments** – Provide required (ED80-0014, GCC Special Project/Grant Budget Form, 501(c) Certificate of Tax Exemption (non-profit), copy of recent published financial statement, curriculum, quotations, resume, travel documents) and other documents to support proposal.
- Submission** – An original and two **complete** copies of the proposal is required. If applicable, submit the grant proposal to the appropriate office for review/approval prior to its submission to the State Agency Office (Guam Community College, Student Services and Administration Building, room 2209 - Planning and Development Office). Proposals will NOT be accepted at the State Agency Office after the submission deadline.
- Questions** – Contact Toni Chamberlain (Antonia_chamberlain@guamcc.edu or 735-5514).

REMINDERS:

- ✓ NO Stockpiling
- ✓ NO Supplanting
- ✓ NO Hiring, providing service, making commitments before agreement is approved



REMINDERS:

- ✓ USE the Checklist
- ✓ Complete Cover Page
- ✓ 501(c)
- ✓ Financial Statement
- ✓ Complete Budget & Price Quotes
- ✓ \$5,000 budget for supplies but only one class will be offered



REMINDERS:

- ✓ Complete Tables
- ✓ Concise Description
- ✓ Total budget corresponds to breakdown







A 3D rendered white character with a round head and simple body, standing with arms slightly out. To its right is a large red speech bubble with a white outline. Inside the speech bubble, the words "Thank you!" are written in a white, bold, sans-serif font. The character and speech bubble are set against a plain white background. A faint, semi-transparent watermark is visible across the speech bubble.

Thank you!