

# **WIOA, TITLE II**

## **ADULT EDUCATION & FAMILY LITERACY**

# **TECHNICAL ASSISTANCE WORKSHOP**

Thursday, February 14, 2019 [1PM-5PM]

Friday, February 22, 2019 [8AM-noon]

Technology Center

Room 1201

Guam Community College

# OVERVIEW: PURPOSE

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- Disseminate information
- Technical assistance

# AGENDA

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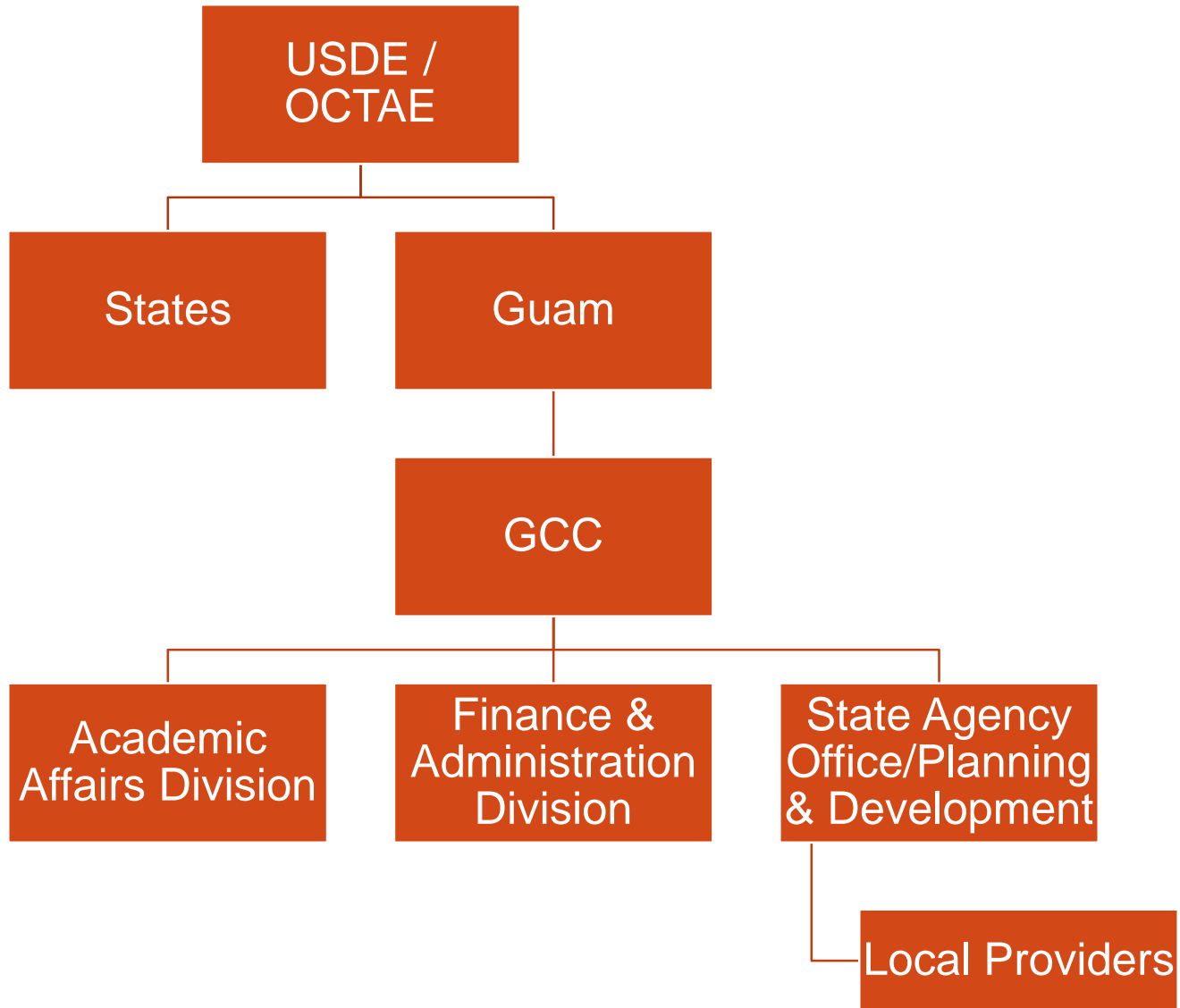
- **Overview**
- **Resources**
- **WIOA, Title II Proposal**
- **Break Out Activity**
- **Reminders**
- **Questions**
- **Evaluation**

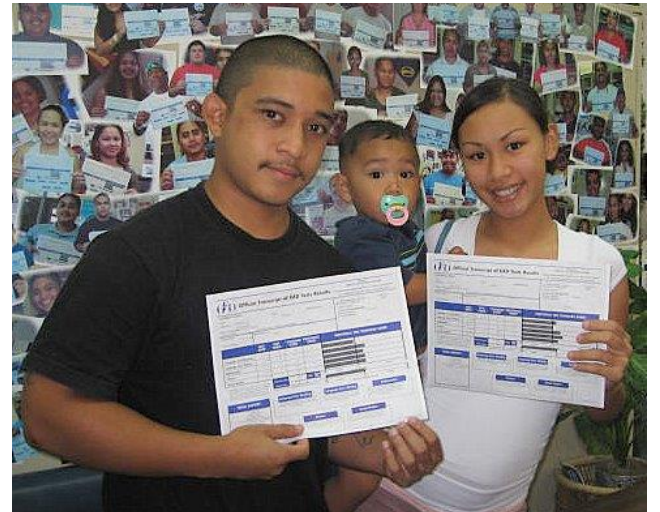


*[tab 1]*

# OVERVIEW

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# OVERVIEW

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## Intent of WIOA

- ✓ Assist individuals with barriers to employment, access to and opportunities for employment, education and training and support services to succeed in labor market
- ✓ Support alignment of workforce investment, education, and economic development systems.

# OVERVIEW

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## Intent of WIOA

- ✓ Improve quality and labor market relevance of workforce investment, education, and economic development
- ✓ Improve structure of the delivery of services

# OVERVIEW

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## Intent of WIOA

- ✓ Increase prosperity of workers and employers, economic growth, and global competitiveness
- ✓ Provide workforce investment activities that increase the employment, retention, and earnings and increase attainment of postsecondary credentials



# OVERVIEW

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## Titles

- I. **Workforce Development Activities:**  
System Alignment, Workforce Investment Activities & Providers, Job Corps, National Programs, and Administration
- II. **Adult Education and Literacy:** Federal & State, Local, and General Provisions
- III. **Amendments to the Wagner-Peyser Act**

*[tab 3]*

# OVERVIEW

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## Titles

- IV. Amendments to the Rehabilitation Act of 1973: Provisions, Services, Research & Training, PD, National Council on Disability, Rights and Advocacy, Employment Opportunities, Independent Living Services
  
- V. General Provisions: Workforce Investment and Amendments to Other Laws

*[tab 3]*

# OVERVIEW

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## Title II. Adult Education and Literacy: Federal & State, Local, and General Provisions

*[tab 3]*

# OVERVIEW

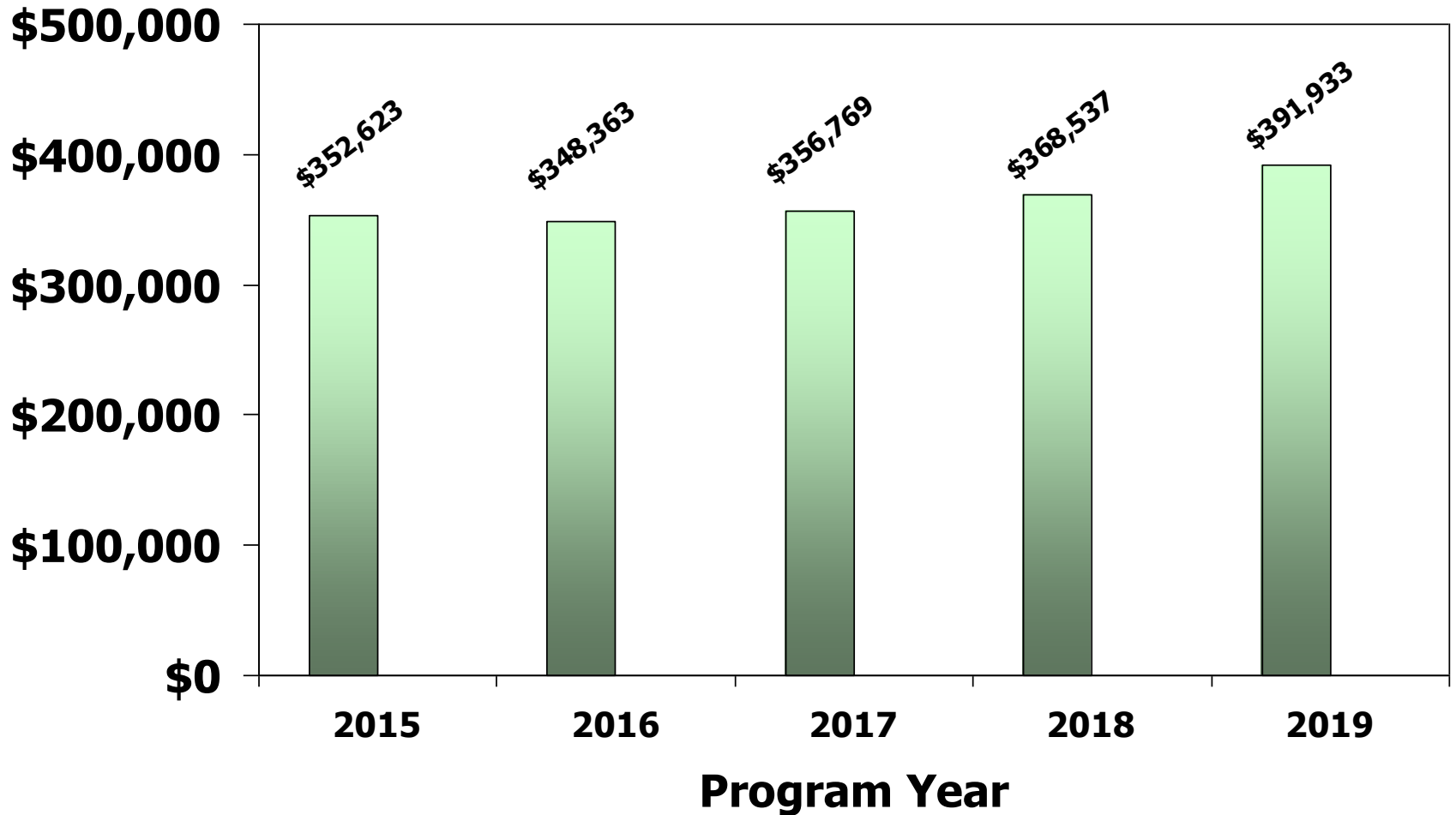
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- ❖ WIOA State Plan for the Territory of Guam  
with Attachment
  
- ❖ Adult Education and Family Literacy Act  
Program, State Plan for the Territory of  
Guam [pp 98-135 replaced and updated  
July 2018]

*[tab 3]*

# OVERVIEW: PURPOSE

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# AWARDS

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**AEO \$209K**

**Guam Humanities  
Council \$70K**

**Language Barriers  
\$58K**

**AEO \$263K**

**GHC \$64K**

**AEO \$303K**

**Guam Humanities Council \$56K**

**GHC \$76K**

**CSS \$40K**

**AEO \$270K**

**SANCTUARY \$58K**

# AWARDS

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**Guam  
Humanities  
Council  
\$58K**

**Adult Education  
Office \$346K**

**AEO \$229K**

**Catholic Social Service  
\$35K**

**AEO \$360K**

**Catholic Social Service \$54K**

# OVERVIEW: APPLICATION

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- Planning & Development Office
- [www.guamcc.edu](http://www.guamcc.edu)
- CD
- Resource Book ~ Guide for Writing A Grant Proposal *[tab 4]*





# OVERVIEW: SUBMISSION

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Mark your  
calendar

## MINI CLINICS

- March 18 – 22, 2019
- State Agency Office / Planning & Development Office
- 3 PM – 5 PM or by appointment (735-5514 or 735-5517)

# RESOURCES

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- Assessment Policy Guidelines
- CASAS Skill Level Descriptors for ABE
- CASAS Levels
- CASAS Reading GOALS
- Guam Public Law 34-104 “duty to send children to school”

[tab 5]

# RESOURCES

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- Federal Register – Tests Determined To Be Suitable for Use in the NRS (2/5/18 and 9/21/18)
- College and Career Readiness Standards for Adult Education, Susan Pimental
- Proposed Performance Outcomes

# RESOURCES

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- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - Account Codes
  - GCC Special Project/Grant Budget Form
  - ED80-0014
  - SF-424
- [tab 7]

# RESOURCES

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- OCTAE NRS Tables PY2018

[tab 8]

***THINK IT THROUGH***



# BEST PRACTICES, NATIONAL STANDARDS, DATA



# RESOURCES

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## Guide for Writing a Grant Proposal

[tab 4]



# ELIGIBILITY

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## Eligible Provider to receive WIOA, TITLE II funds

- Local educational agency
- CBO or faith-based organization
- Volunteer literacy organization



[tab 4, page 7]

# ELIGIBILITY

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## Eligible Provider to receive WIOA, TITLE II funds

- An institution of higher education
- Public or private nonprofit agency
- A library



[tab 4, page 7]

# ELIGIBILITY

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## Eligible Provider to receive WIOA, TITLE II funds

- A public housing authority
- A nonprofit institution not described above
- A consortium or coalition described above



[tab 4, page 7]

# ELIGIBILITY

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## Eligible Provider to receive WIOA, TITLE II funds

- A partnership between an employer and an entity described above



# ALLOWABLE ACTIVITIES

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- To establish or operate programs that provide adult education and family literacy activities, including programs that provide activities concurrently.

[tab 3, Sec, 231]

# SUBMISSION

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Mark your  
calendar

## Process

- Dean's Office *(if applicable)*
- State Agency Office/Planning & Development Office
- Original & 2 complete identical copies
- Deadline before 5 PM, **April 5, 2019**

# WIOA, TITLE II PROPOSAL

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## INTERNAL COVER SHEET

WIOA, Title II

“Adult Education and Family Literacy”

## EXTERNAL COVER SHEET

WIOA, Title II

“Adult Education and Family Literacy”



✓ **Approval**

[tab 4, page 8]

# ABSTRACT

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- 1 page – double space
- Snap shot
- Complete Information



[tab 4, page 9]



# DESCRIBE, DEMONSTRATE, EXPLAIN



**Who ... What ...  
When ... Where ...  
How ... Why ...**

**YOU NEED \$\$\$**

# THE PROPOSAL / APPLICATION



# STATEMENT OF NEED

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7 pages  
single spaced

*Describe*  
each item



# STATEMENT OF NEED

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## 3 pages – single spaced

1. Responsiveness
2. Individuals with disabilities
3. Past effectiveness
4. Alignment to WIOA State Plan
5. Budget consistent with WIOA, Title II requirements
6. Cooperative arrangements
7. Promote concurrent enrollment

# STATEMENT OF NEED

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8. Meet levels of performance
9. One Stop partners
10. Meet needs of eligible individuals
11. Address local issues
12. Target population to impact
13. Sustain program

# STATEMENT OF WORK

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**1. Local Program  
to be funded**

**2. CCR**

# STATEMENT OF WORK

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## 3. Work Schedule Plan

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

CREATE TABLE ...

- YEAR 1  
*and*
- YEAR 2

[tab 4, page 11]

# STATEMENT OF WORK

## Project Goal: Serve Guam Behavioral Health and Wellness Center Clients

Project Objective	Task/Activity	Year 1 by Quarter				Responsible Staff
		Q1	Q2	Q3	Q4	
<b>1. Identify Participants</b>	Meet with clients	X	X	X	X	Program Manager
	Conduct CASAS	X	X	X	X	Program Manager and Faculty
	Enroll into appropriate educational functional level/courses	X	X	X	X	Program Manager and Faculty
<b>2. Offer Classes</b>	Identify, issue contracts (faculty), and conduct orientation	X	X	X	X	Program Manager
	Resolve course requirements	X	X	X	X	Program Manager
	Begin classes	X	X	X	X	Faculty

**3. Etc.**



# STATEMENT OF WORK

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## Project Goal: Serve Guam Behavioral Health and Wellness Center Clients

Project Objective	Task/Activity	Year 2 by Quarter				Responsible Staff
		Q1	Q2	Q3	Q4	

1. ???

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2. ???

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3. ???

# STATEMENT OF WORK

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## 4. Measurable Goals

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

# STATEMENT OF WORK

## Periods of Participation (POP)

### Follow-up Indicators *example*



# STATEMENT OF WORK

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## 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:

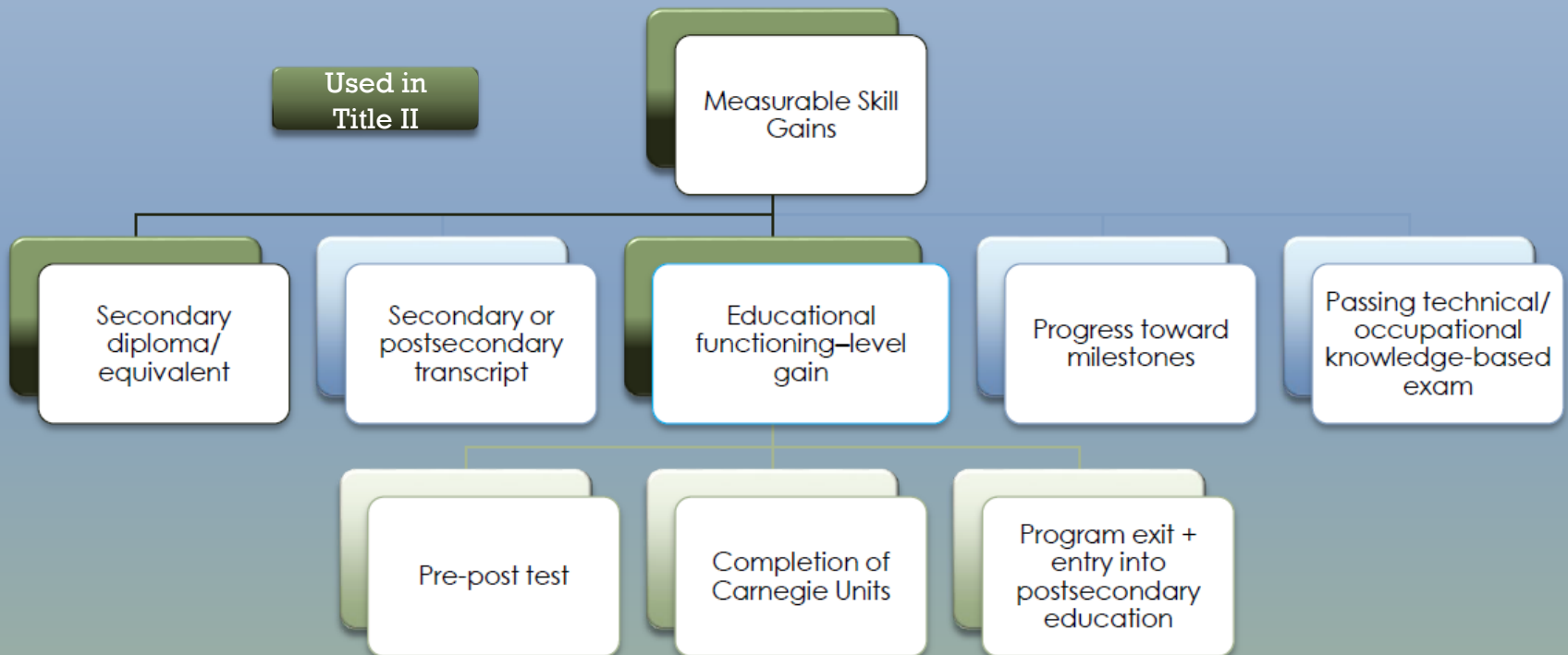
(1) Educational functioning level (EFL) gain—three ways to document EFL gain

(2) Receipt of a secondary credential



# STATEMENT OF WORK

## FIVE TYPES OF MEASURABLE SKILL GAINS FOR WIOA



# STATEMENT OF WORK

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## 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

# STATEMENT OF WORK

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- 5. Proposed Services**
- 6. Program Intensity**
- 7. Use of Technology**
- 8. Learning in Context**
- 9. Quality of Instructors,  
Counselors, Administrators**

# **STATEMENT OF WORK**

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**10.Link to Other Resources /  
Providers**

**11.Flexible Schedule**

**12.Information Management  
System**

**13.Need for Additional  
Programs**



# STATEMENT OF WORK

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## 14. Sustainability

Identify and incorporate sustainability & environmental topics into curriculum by:

- Educating, researching and providing awareness
- Conserving resources
- Recycling resources
- Promoting sustainable efforts through instructional activities

# PROJECT OUTCOMES

## WIOA, TITLE II PROPOSAL ~ PROJECT OUTCOMES

2 pages – single spaced

- Core indicators
- Measurable to project objective

Project Goal:					
Project Objective	Task/Activity	Year 1 By Quarter (Q)			Responsible Staff
		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><b>Numerator:</b> The number of participants in unsubsidized employment during the second quarter after exit from program.</p> <p><b>Denominator:</b> 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]**

# BUDGET

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## No page limit

- ✓ Need for budget
- ✓ Complete appropriate tables
- ✓ Provide narrative justification
- ✓ Provide price quotations

# BUDGET

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## ➤ Personnel Salary and Benefits

- >30% of direct cost

## ➤ Travel

- GCC's travel policy
- <http://www.defensetravel.dod.mil/perdiem/>
- Conference agenda, etc.

# BUDGET

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## ➤ Equipment

- Tangible property
- Per unit cost = or > \$5,000
- Non IT vs. IT

## ➤ Supplies

- Consumable materials
- Per unit cost < \$5,000

# BUDGET

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- **Contractual**
- **Administrative Cost is less than 5%**

# ATTACHMENTS

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- ED80-0014
- Special Project/Grant Budget Form
- Price quotations
- 501(c)
- Published financial statement
- Other

# BREAK OUT ACTIVITY

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[tab 9]



# YOUR PROPOSAL

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Discuss Idea

Research ~ Best Practices ~ Data

Describe ~ Describe ~ Describe

Budget

Checklist ~ Attachments

Deadline

# CHECKLIST

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- 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 nine 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 category
  
- Attachments**- provide required (ED80-0014, GCC Special Project/Grant Budget Form, 501 (c) Certificate of Tax Exemption (non-profit), copy of recent publishes financial statement, curriculum, quotations, resume, travel documents) and other documents to support proposal.
  
- Submission**- An original along with **two complete copies** of the proposal are required. If applicable, submit the grant proposal to the appropriate office for review/approval prior to its submission to State Agency Office (Guam Community College, Student Services and Administration Building, room 2209- Planning and Development Office). Proposal will NOT be accepted at the State Agency Office after the submission deadline.
  
- Questions**- Contact Priscilla C. Johns, [priscilla.johns@guamcc.edu](mailto:priscilla.johns@guamcc.edu) or 735-5514.



# REMINDERS

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- No supplanting
- No stockpiling
- No hiring, providing service, making commitments before proposal is awarded



# REMINDERS

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- 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

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- Complete tables
- Provide concise descriptions
- Total budget = breakdown





# THANK YOU!



students first  
mission always