



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Program Enhancement Projects for Adult Education

**RFP 817
FY 2024-2025**

**Bidders' Conference
February 23, 2024**

- Please make sure your phones and computers are muted.
- Post questions or comments in the Q & A Box. We will pause periodically to check for Q & A Box questions.
- Note that any oral answers given at the Bidders' Conference by the Agency's representatives are tentative and not binding on the Agency. All questions submitted will be answered in a written response, which will serve as the Agency's official response to questions asked at the conference.



Agenda

- Background/purpose of funding (presentation)
- Priority area specifications (RFP)
- Submission of application (RFP)

The Bidders' Conference will be recorded and emailed to all participants and posted on the CSDE website.



Purpose

The Connecticut State Department of Education's (CSDE) Academic Office is conducting a Program Enhancement Project (PEP) competition to award four-year funding from Fiscal Year 2024-2025 through Fiscal Year 2027-2028, seeking submission of written proposals on a competitive basis, from eligible agencies/organizations, to support and further enhance adult education services in Connecticut.

The funds for this solicitation are authorized by the [Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#), Title II, Adult Education and Family Literacy Act (AEFLA), Public Law 113-128.



WIOA

The overarching goal of the WIOA legislation is to:

- increase accessibility to adult education programs and services for learners most in need;
- create a seamless transition to postsecondary education and/or training through the development of career pathways;
- foster strong, literate families in an effort to reduce the current student achievement gap; and
- build an educated and competitive workforce.

Adult Education is a required core partner through the Adult Education and Family Literacy Act (AEFLA) program (WIOA Title II).



AEFLA Program

AEFLA is the largest federal investment in adult education and literacy. Multi-year grants will be awarded based on the ability of the eligible applicant to meet the following AEFLA program purposes:

- assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
- assist adults who are parents or family members to become a full partner in the education development of their children;
- assist adults in completing high school;
- promote transitions from adult education to postsecondary education and/or training through career pathways; and
- assist immigrants and English language learners improve reading, writing, math, speaking, comprehension skills in the English language, and acquiring an understanding of American government, individual freedom and responsibilities of citizenship.



Grant Cycle

The grant cycle is for four years, and all providers are subject to the same funding cycle.

- Year One: July 1, 2024- June 30, 2025
- Year Two: July 1, 2025- June 30, 2026
- Year Three: July 1, 2026- June 30, 2027
- Year Four: July 1, 2027- June 30, 2028

Grants awarded through this competition are continued after one year as funds are available and contingent upon program performance.



Estimated Funds Available Year One

The CSDE estimates that approximately \$5,600,000 will be available under this initiative. Grants awarded through this competition are continued after one year as funds are available and contingent upon program performance.

WIOA Title II Adult Education and Family Literacy Act		
Section 231 Comprehensive Adult Education Services	Section 225 Corrections Education	Section 243 Integrated English Literacy & Civics Education
Up to \$4,500,000	Up to \$200,000	Up to \$900,000



Priority Areas

WIOA Title II Adult Education and Family Literacy Act		
<p>Section 231 Comprehensive Adult Education Services</p>	<p>Section 225 Corrections Education</p>	<p>Section 243 Integrated English Literacy & Civics Education</p>
<ul style="list-style-type: none"> • Connecticut Adult Virtual High School • Family Literacy Services • Instructional Innovation • Integrated Education and Training • Integrated English Literacy and Civics Education • Technology Integration and Expansion of Services • Transition, Career Navigation and Support 	<ul style="list-style-type: none"> • Corrections Education 	<ul style="list-style-type: none"> • Integrated English Literacy & Civics Education + Training



Eligible Agency

Applicants for AEFLA funding must be able to demonstrate effectiveness in providing adult education services to adult learners. In accordance with [WIOA Sec. 203\(5\)](#), eligible providers may include the following agencies/organizations:

- a local education agency;
- a community-based organization or faith-based organization;
- a volunteer literacy organization;
- an institution of higher education;
- a public or private nonprofit agency;
- a library;
- a public housing authority;
- other nonprofit institutions that have the ability to provide adult education and literacy activities to eligible individuals;
- a consortium or coalition of the agencies, organizations, institutions, libraries or authorities described above; and
- a partnership between an employer and an entity described above.



Allowable Activities

In accordance with [WIOA Section 203\(2\)](#), each eligible provider receiving a grant must use the grant to establish or operate programs that provide services and/or instruction in one or more of the following categories:

- 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.



Eligible Individual

In accordance with [WIOA Sec. 203\(4\)](#), the term "eligible individual" means an individual—

- who is 16 years-of-age or older; (*Note: Connecticut has compulsory attendance that requires learners to be in school until age 17*)
- who is not enrolled or required to be enrolled in secondary school under state law;
- and who
 - is basic skills deficient;
 - does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
 - is an English language learner.



Application Schedule of Events

The following table provides a Schedule of Events for this Request for Proposal (RFP) through contract finalization and approval. CSDE reserves the right to amend this schedule at its sole discretion and at any time.

Event	Date
FY25 RFP Released	February 13, 2024
RFP Bidders' Conference	February 23, 2024
IELCE and IET Technical Assistance	March 4, 2024
Letter of Intent to Apply due to CSDE	March 15, 2024
Proposal Submission Deadline	May 3, 2024
Proposal Review, including Local Workforce Development Review	May 6- May 31, 2024
CSDE Announces Grant Recipients	July 1, 2024



Letter of Intent to Apply

The CSDE requires entities that intend to apply for the Program Enhancement Projects (PEP) grant to submit a Letter of Intent to Apply so CSDE can review program eligibility. Submission of a Letter of Intent does not obligate the organization to submit a proposal for funding nor does it guarantee that an eligible applicant will receive funding.

Please submit a completed Letter of Intent to Apply (Appendix A) electronically by email as a PDF attachment to SDE.AdultEd@ct.gov by **Friday, March 15, 2024**. Use subject line: Letter of Intent <*Insert Organization Name*>.



Demonstrated Effectiveness

All eligible providers must demonstrate effectiveness in serving adult learners:

1. Performance data on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy in the content domains of reading, mathematics, English language acquisition, and other subject areas relevant to the services contained in the state's application for funds.
2. Information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and/or training.



Demonstrated Effectiveness

There are two ways in which an eligible provider may meet the requirements in this section.

1. An eligible provider that has been previously funded under WIOA Title II
2. An eligible provider that has NOT been previously funded under WIOA Title II (must provide performance data to demonstrate its past effectiveness in serving basic skills deficient eligible individuals, including evidence of its success in achieving outcomes)

Refer to Appendix B for complete instructions.



Federal Considerations for Funding

The CSDE is required to evaluate each application based on the [Federal Considerations for Funding](#) (WIOA Section 231). The assessment of each grant application will involve an intense evaluation of the ability of the eligible provider to meet the literacy needs of the area and to comply with the expectations and statutes described within the WIOA legislation.

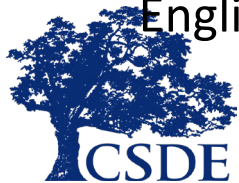
Refer to Appendix E for a complete list of the considerations and the checklist that must be submitted at time of application.



State Considerations for Funding

In support of state initiatives, all eligible providers must agree to implement the following:

- Use the Connecticut Competency System (CCS) to appraise and assess student progress.
- Ensure that staff are fully trained in the implementation of valid CASAS assessments determined to be suitable for use in the National Reporting System for Adult Education and published in the Federal Registrar.
- Use the Literacy, Adult and Community Education System (LACES) to collect and report on programmatic and student data, specifically the program's progress on performance levels for the Core Indicators of Performance.
- Use the [College and Career Readiness Standards for Adult Education \(CCRS\)](#) and [English Language Proficiency Standards \(ELPS\)](#) in alignment with the Federal Office of Career, Technical, and Adult Education (OCTAE).
- Ensure that program staff have access to professional learning opportunities in the areas of reading, writing, speaking, mathematics, English language acquisition, technology, and staff training.



Workforce Alignment

Under WIOA, Adult Education is considered a required partner. Each eligible applicant must describe the alignment between their proposed services and the local Workforce Development Board (WDB) plan.

All applicants must thoroughly complete the Integration with the Local Workforce Development Board (WDB) and One-Stop Partner section of the General Proposal Application and submit an interagency agreement with the local WDB to provide support documentation of your alignment and collaboration.

As required under WIOA, local boards will conduct a required review of the local AEFLA grant applications as part of the evaluation process to determine whether the applications are consistent with the local plan and to make recommendations to the eligible agency to promote alignment with the local plan.



Fiscal Management

Eligible applicants are responsible for developing budgets that accurately reflect the planned activities for the grant period. Only expenditures that support approved AEFLA activities may be budgeted. All awarded funds will be allocated on a cost reimbursement basis.

- Supplement not Supplant
- Personnel Costs
- Administrative Costs
- Matching Funds
- Indirect Costs



Application and Budget Review Process

In awarding grants, the state provides for a standardized evaluation process using the following considerations. Proposals must demonstrate that all considerations are met. The proposals will be evaluated by a review team comprised of interagency staff and experts in each priority area. Interagency participants will include representatives of the CSDE, the WDB, the One-Stop and vocational rehabilitation partners.

The review team will evaluate each proposal using a standardized evaluation form based on required federal, state, and regional criteria published in the RFP, including the considerations listed in [WIOA, Title II, Section 232](#).

Internal Review- refer to pages 77-78

External Review- refer to pages 79-80



Priority Area Specifications

PRIORITY AREA	GRANT CODE	MAXIMUM AWARD
Connecticut Adult Virtual High School	(S)AVHS	\$450,000
Corrections Education	(E)CORR/ (S)CORR	\$200,000
Family Literacy Services	(E)FLS / (S)FLS	\$50,000
Instructional Innovation	(E)INNOV/ (S)INNOV	\$30,000
Integrated Education and Training	(E)IET / (S)IET	\$50,000
Integrated English Literacy and Civics Education	(E)IELCE	\$25,000
Integrated English Literacy and Civics Education + Training	(E)IELCE + T	\$75,000
Technology Integration and Expansion of Services	(E)TECH/ (S)TECH	\$30,000
Transition, Career Navigation and Support	(E)TCNS/ (S)TCNS	\$50,000



Applying as a Consortium

Collaboration between eligible providers as well as other community organizations is encouraged to ensure the non-duplication of services; the capacity to serve the local need; the seamless transition of participants between educational levels; and the transition of participants into postsecondary education, training and/or employment.

Eligible providers may apply as a consortium with other eligible providers to consolidate and leverage resources. If you do so, each member must meet the definition of demonstrated effectiveness.

Refer to page 17 of the RFP for a list of responsibilities of the lead and collaborating agencies.



IELCE and IET Technical Assistance

The CSDE will provide technical assistance in IET, IELCE (231 funds), or IELCE + T (243 funds) for potential applicants on Monday, March 4 at 1:00 p.m.

Please use this link to register: <https://edadvance-org.zoom.us/meeting/register/tZYqd-uprjwuHtJUI5c2EnEG38a0gcH9ct2T>



Priority Area 1: Connecticut Adult Virtual High School



Priority Area 2: Corrections Education



Priority Area 3: Family Literacy Services



Priority Area 4: Instructional Innovation



Priority Area 5: Integrated Education and Training (IET)



Priority Area 6: Integrated English Literacy and Civics Education (IELCE)



Priority Area 7: Integrated English Literacy and Civics Education + Training (IELCE + T)



Priority Area 8: Technology Integration and Expansion of Services



Priority Area 9: Transition, Career Navigation and Support



Application Submission

- The proposal must be prepared in accordance with the “Proposal Guidelines and Requirements” listed on pages 44-49.
- Each priority area for which the agency is applying must have a project plan, which includes all the elements listed in the priority area specifications and the priority area planning documents.
- The RFP, in its entirety, including all components, must also be emailed by 4:00 p.m. on Friday, May 3, 2024, to SDE.AdultEd@ct.gov. Subject Line: PEP RFP Application <Insert Organization Name>.
- Refer to the Proposal Edit Check Appendix F on pages 66-67.



Appendices

- A. Letter of Intent to Apply
- B. Demonstrated Effectiveness Form
- C. Interagency Collaboration Agreement
- D. Workforce Development Board Interagency Collaboration Agreement
- E. Federal Considerations for Funding Checklist
- F. Proposal Edit Check
- G. Assurances, Certifications and Attestations
- H. Internal Evaluator Review Form
- I. External Evaluator Review Form
- J. Definition of Terms
- K. Master Code Budget Description



eGMS

Submission of Proposal in the electronic Grants Management System (eGMS):

Once the applicant receives approval of the grant award, the provider must submit the grant proposal, in total, including budgets into the Connecticut electronic Grants Management System (eGMS) no later than the requested deadline.



Official Grant Contact

Susan Kocaba, Federal Grant Manager

Grant related questions:

To submit questions about the RFP and application process, please email SDE.AdultEd@ct.gov. Use subject line: PEP RFP Question <Insert Organization Name>. Questions will be accepted from the date of the Bidders' Conference until April 26, 2024, one week before the proposal submission deadline. Note that questions may only be general in nature, applicable to most applicants, and not specific to any provider. Answers to the questions will be posted on the CSDE Adult Education webpage.

Link to RFP webpage: <https://portal.ct.gov/SDE/Adult-Education/Federal-Legislation-and-Grants/Documents>



Thank you!

