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(SN 03)

WIOA BULLETIN NO. 03-17, Change 1

DATE: March 24, 2017

TO: WIOA Partners

SUBJECT: Local Workforce Development Board Review of Adult Education and Family Literacy Act (AEFLA) Applications

Purpose

The purpose of this bulletin is to provide guidance on the role of the Local Workforce Development Boards (Local Boards) in reviewing provider applications for the local competition under the Adult Education and Family Literacy Act (AEFLA), which are required under the Workforce Innovation and Opportunity Act of 2014 (WIOA). WIOA requires local area plans to align to the Unified State Plan and requires that the AEFLA provider applications align with **approved** local plans.

The Hawaii State Department of Education Office of Adult and Community Education (HIDOE) will issue a Request for Proposals (RFP) for providers of AEFLA services. Approved local plans must be in place prior to the AEFLA applications' submissions to meet the requirement of alignment.

Under WIOA, Local Boards are required to coordinate activities with education and training providers in the local areas, including:¹

- a. Local Boards must review the submitted local applications to determine whether the applications are consistent with the approved local plan.
- b. Local Boards must provide recommendations for each application to HIDOE on the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the approved local plan. The Local Boards should include how the proposal can be improved to align with the local plan.

¹ WIOA §107(d)(11)(B)(i) and 34 CFR §463.21(b)(1)

The timeline for the Adult Education RFP process:

Release of Request for Proposals	March 28-31, 2017
Proposals are Due	May 5, 2017
Proposals to Local Boards	May 15, 2017
Reviews due from Local Boards	June 2, 2017
Selection of Providers	June 9, 2017
Notice of Award	June 30, 2017

Process for Local Board Review of Local AEFLA Applications

Local Boards must have their approved local plans electronically available and accessible for applicants of the RFP. Local Boards will provide HIDOE with links to the location of their plans by **March 29, 2017**. HIDOE will then provide links to all local plans in the RFP. The links shall be emailed to Deborah.Miyao@notes.k12.hi.us by close of business March 29, 2017.

Conditionally approved local plans. If local plans have not been approved by March 28, 2017, conditionally approved plans may satisfy the requirement. However, the content of the conditionally approved plan must have sufficient content to allow applicants to propose services that align with the local plan. When posting the plan, Local Boards must include the following statement: "This plan has been conditionally approved by the Workforce Development Council and is in the process of final revisions."

If Local Boards do not have an electronically accessible location to post their plans, the Workforce Development Council (WDC) will post the plans on the WDC website. Local Boards shall send a portable document format (pdf) version of the plan in a single file, with a maximum file size of 10 megabytes to Jeanne.y.ohata@hawaii.gov by the close of business **March 29, 2017**. WDC will then provide the link to the plans to HIDOE.

The Chair of each Local Board shall appoint a committee to review the AEFLA applications. At least one member of the committee must be a member of the Local Board.

After the application deadline, HIDOE will forward the applications to the Local Board(s) involved in the proposals. Recommendations, signed by the Chair of the Local Board or a designee (a designee letter is required) should reach HIDOE at the following address by **June 2, 2017**:

Hawaii Department of Education
Community Education Section
475 22nd Avenue, Room 202
Honolulu, HI 96816

Alternatively, recommendations may be emailed with E-signatures to:
Deborah.Miyao@notes.k12.hi.us by close of business on June 2, 2017.

To facilitate the review, HIDOE will provide Local Boards with a form that provides the specific components of the submitted applications that must be reviewed.

Background

The purpose of AEFLA is to create a partnership among Federal government, States and localities to provide adult education and literacy activities to:

- Improve literacy, skills and knowledge for employment and self sufficiency
- Improve education and skills of parents/family members
- Obtain high school credential and transition to postsecondary education and training through career pathways
- Help immigrants learn English and understand American system of government, individual freedom and responsibilities of citizenship

AEFLA regulations describe how States must make awards; how to implement new requirements for local board review of AEFLA applications; how local administrative funds are to be used to promote alignment with local plans; and how eligible agencies can demonstrate effectiveness in an application for funds. HIDOE must award competitive multi-year grants or contracts to eligible providers to enable eligible providers to develop, implement, and improve adult education and literacy activities.

In conducting the competitive grant program, HIDOE must ensure that all eligible providers have direct and equitable access to apply and compete for grants or contracts²; and that the same grant/contract announcement and application processes are used for all eligible providers in the State.³

HIDOE must also require that an eligible provider receiving a grant/contract use the funding to establish or operate programs that provide adult education and literacy activities, including programs that provide such activities concurrently.⁴

In awarding the grants, WIOA added an additional consideration to the 12 considerations already required under the Workforce Investment Act (WIA). HIDOE must now also consider the results of the Local Boards' review of applications in determining the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the local plan; as well as the activities and services of the one-stop partners.⁵ HIDOE will consider the recommendations in the overall scoring of the application.

REFERENCES

TEN 21-16, *Workforce Innovation and Opportunity Act Regional and Local Planning and Local Board Responsibilities Questions and Answers*, (December 5, 2016);
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4495

Program Memorandum OCTAE 17-1, *Clarifications Regarding Competition and Award of Adult Education and Family Literacy Act funds to Eligible Providers under the Workforce Innovation and Opportunity Act*, (October 18, 2016);
(<https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-17-1.pdf>)

Program Memorandum 15-6, *Competition and Award of AEFLA Funds under WIOA - FAQs*

² WIOA §231(c)(1) and 34 CFR §463.20(c)(1)

³ WIOA §231(c)(2) and 34 CFR §463.20(c)(2)

⁴ 34 CFR §463.20(b)

⁵ 34 CFR §463.21(c)

(December 8, 2015) (<http://www2.ed.gov/about/offices/list/ovae/program-memo-15-6-state-competitions.pdf>)

TEGL 14-15, *Workforce Innovation and Opportunity Act Requirements for Unified and Combined State Plans*

Hawaii Unified State Plan 2017-2020 (Approved): <https://labor.hawaii.gov/wdc/files/2012/11/HI-WIOA-USP-FINAL-121916.pdf>

INQUIRIES

Inquiries regarding this Bulletin may be directed to Jeanne Ohta at (808) 586-9170.


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c: ASO-WIOA Unit