Adult Education & Family Literacy Directions

Below are the directions for submitting the 2022-2026 Adult Education & Family Literacy Request for Proposal (RFP) application.

General Guidelines

- The application must be completed using this fillable PDF document. Hand-written applications will not be accepted.
- The document will automatically utilize size 10, Times New Roman font.
- Use the boxes provided to respond to the prompts. You will be able to add and scroll text beyond the box.
- The boxes with red borders are required fields.

Accessing the ODCTE Webpage

1. Go to the ODCTE homepage at: https://oklahoma.gov/careertech.html.
2. Hover over the Educators tab at the top navigation pane. A dropdown menu will appear (See picture below). Click on Adult Basic Education button.

3. Using the left-hand navigation pane, click on the dropdown arrow beside Grant Competitions. A dropdown navigation panel will appear below Grant Competitions. Click “Adult Education & Family Literacy”. This will take you to the ODCTE Adult Education & Family Literacy webpage at: https://oklahoma.gov/careertech/educators/adult-basic-education/grant-competitions/adult-education---family-literacy.html.
**Downloading the PDF Document**

**Google Chrome**
1. Visit the [ODCTE Adult Education & Family Literacy webpage](#).

**Mozilla FireFox**
1. Visit the [ODCTE Adult Education & Family Literacy webpage](#).

4. The following box will appear. Make sure that “Open with Adobe Acrobat DC” is selected and then, click “OK”.

Completing the RFP Application

Applicant Information

1. Page 4 - Insert the organization’s information into the table.
Section One: Determining Eligibility

   • Page 8 – Check the box that best represents your organization. **You may only select one box.** If you select “Other”, you must type a short description of your organization type into the space provided.

   **Eligible Provider Types**
   This application/proposal is for Adult Education & Family Literacy services. Click on the box below that best represents your organization. Select only one item.

   - [ ] Local education agency
   - [ ] Institution of higher education
   - [ ] Community-based or faith-based organization
   - [ ] Public or private nonprofit organization
   - [ ] Volunteer literacy organization
   - [ ] Library
   - [ ] Public housing authority
   - [ ] Nonprofit institution that is not previously described and has the ability to provide Adult Education & Family Literacy activities to eligible individuals
   - [ ] Consortium or coalition of the agencies, organizations, institutions, libraries, or authorities previously described
   - [ ] Partnership between an employer and an entity previously described
   - [ ] Other—Please explain

   • Page 9 - Indicate whether your organization has previously received funds under the Workforce Innovation & Opportunity Act (WIOA) by answering question 1.

   ![Question 1]

   1. Has your organization previously received funds under WIOA Title II?
      - [ ] Yes
      - [ ] No
- If you checked the “Yes” box, complete Table 1.1: EFL Data for Previously Funded Applicants and Table 1.2: Outcome Data for Previously Funded Applicants on pp. 9-10 by providing performance data required under WIOA §116 to demonstrate past effectiveness. You may obtain this data using LACES. For programs who were previously funded under WIOA Title II, Table 1.1 and Table 1.2 are required to be considered for funding.

<table>
<thead>
<tr>
<th>Educational Functioning Level (Grade Level Estimate)</th>
<th>Number of Participants</th>
<th>Number who achieved at least one educational functioning level gain</th>
<th>Number who attained a Secondary School Diploma or its equivalent</th>
<th>Percentage of Periods of Participation with Measurable Skill Gains</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE Level 1 (0-1)</td>
<td>PY 18/19</td>
<td>PY 18/19</td>
<td>PY 18/19</td>
<td>PY 18/19</td>
</tr>
<tr>
<td>ABE Level 2 (2-3)</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
</tr>
<tr>
<td>ABE Level 3 (4-5)</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
</tr>
<tr>
<td>ABE Level 4 (6-8)</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
</tr>
<tr>
<td>ABE Level 5 (9-10)</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
</tr>
<tr>
<td>ABE Level 6 (11-12)</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
<td>PY 19/20</td>
</tr>
<tr>
<td>ESL Level 1</td>
<td></td>
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<tr>
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<td>ESL Level 6</td>
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</tr>
</tbody>
</table>

- If you checked the “No” box, complete Table 1.3: Content Domain Outcome Data of Not Previously Funded Applicants and Table 1.4: Outcome Data of Not Previously Funded Applicants by providing performance data to demonstrate past effectiveness in serving basic skills deficient eligible individuals. Organizations who have not previously received funds under WIOA Title II must have data in at least one section of the two data tables below. You may indicate N/A on areas that you do not have data. Additionally, answer question 2 by stating the methods that you used to obtain your outcome data in space provided on pp. 10-11. Table 1.3, Table 1.4, and
Question 2 are required by programs who were not previously funded under WIOA Title II to be considered.
If you are unable to provide any data for the “Demonstrated Effectiveness in Serving Eligible Individuals” section, stop and do not proceed with completing the grant application. **You are not eligible for the grant.**

NOTE: If you are applying as a consortium, please complete and attach a *Data Table for Consortiums* document with the performance data for each organization within the consortium. Eligibility will be determined for each individual entity, and **all entities must be eligible for the consortium to be eligible.**

**Section Two: Determining Service Area**

6. On page 12, use *Figure 2: Oklahoma Workforce Development Areas Map* to identify counties and Workforce Development Areas that the organization would like to serve.
7. Once the applicant has identified their desired service area, complete Table 2: Section of Service Area on pp. 13-14 by checking the box(es) for the counties that your organization would like to serve. Applicants may request to serve multiple counties in multiple Workforce Development Areas.
Section Three: Application Narrative

**Required Information WIOA 432**

8. Using the space provided, type answers to question 1 – 5 on pp. 15-21.

- For question 2, you may refer to *Figure 3: Oklahoma Workforce Development Area Plans* on p. 16, which includes clickable links to the respective plans.

- For question 3, you may utilize the clickable links to the *State Adjusted Performance Levels* and *Primary Indicators of Performance* on p. 17 for reference.
Thirteen Considerations WIOA 231(e) and WIOA 232(7)

9. Using the space provided, type answer to question 6 – 18 on pp. 22-29.
   - For question 6a, you may refer to Figure 3: Oklahoma Workforce Development Area Plans on p. 16, which includes clickable links to the respective plans.
   - For question 8, you may utilize the clickable link to the State Adjusted Performance Levels for reference.
   - For question 9, you may refer to Figure 3: Oklahoma Workforce Development Area Plans on p. 16, which includes clickable links to the respective plans.
   - For question 13, you may refer to Figure 4: Integrated Education on p. 26 for the definition of “Integrated education and training activities”.

Section Four: Budget

10. On page 31, insert your proposed budget in Table 3: AEFLA Funds Request Proposed Budget worksheet. The expenditure function definitions are provided on pp. 33-35. You will only need to include a line-item total and description for budget line items that your organization plans to spend. You are not required to budget for each budget line.
   - “Organization Name” and “Total Budget Request” are required boxes.
   - Under “Line-Item Total”, insert monetary amounts. The box will only allow numerical values, not text. Only insert monetary amounts for the line-items that your organization would like to request funding.
   - Under “Description”, insert a short description of the corresponding line item.
   - As the “Line-Item Total” column is completed, the “TOTAL” and “Total Budget Request” will automatically sum the “Line-Item Total” column. These amounts will be the same amount.
Total budget request should be aligned with information from *Table 2: Selection of Service Area*. Budget totals may include the full or partial amount allocated from *Table 2*.

11. On page 32, type a detailed description for each line item from page 32 of how awarded funds will be spent consistent with the grant requirements described on page 3 of this document. Include items such as positions that will be funded by salaries and benefits and specific supplies and the purpose for which they are purchased.
Section Five: Adult Education and Family Literacy

Request for Proposal (RFP) Checklist

12. Page 36 - Once you have completed the outlined items, check the boxes to certify that you have completed those items.

Certifications and Assurances

Submission Guidelines

- To submit your application, you must email it to abe@careertech.ok.gov. You may also copy applications to letha.bauter@careertech.ok.gov and jill.reavis@careertech.ok.gov.
- The deadline for the submission is February 15, 2022, at 11:59 P.M. CST. Any applications submitted after the deadline will not be considered.
- Once you have submitted your application, you will be notified within two business days of receipt of your application via email. If you do not receive a notification within this time, please email abe@careertech.ok.gov to ensure your application was received.

Questions

All questions regarding Request For Proposal applications, supporting documents, or grant competition process MUST be emailed to abe@careertech.ok.gov. Answers to those questions will be posted in the Q&A document on the ABE website under Grant Competitions.