

2.1 The Georgia Adult Education Funding Program



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Revises Previous Effective Date: N/A

I. Policy:

The purpose of the federal program is to create a partnership among the Federal Government, States, and localities to provide adult education and literacy services, in order to assist adults to:

- (a) become literate and obtaining the knowledge and skills necessary for employment and self-sufficiency;
- (b) obtain the education skills necessary to become full partner in their children's education; and
- (c) complete their secondary school education.

Multiyear federal grants shall be awarded on a competitive basis through a direct and equitable access process, to local eligible providers within Georgia to enable the local eligible providers to develop, implement, and improve adult education and literacy activities within the State.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia

III. Related Authority:

P.L. 105-220 Section 202, Section 211-2, Section 203-5, Section 212, Section 223, Section 225 and Section 231.

O.C.G.A. § 20-4-11

IV. **Definitions:**

Federal Funds: federal monies authorized by P.L. 105-220, section 231 authorizes funding for basic adult literacy services. Section 225 authorizes funding for services to adult learners in Institutionalized settings and Section 223 provides monies for leadership, staff development and training.

Local Eligible Providers: entities who meet the criteria to apply for federal adult education funds.

Local Eligible Programs: entities that have been awarded federal adult education funds.

Request for Application (RFA): grant funds application composed of directions, information and forms to be utilized to apply for federal funds in the State of Georgia.

Underage Youth: individual sixteen (16), seventeen (17), or eighteen (18) years of age who have officially withdrawn from public, private or home school and is seeking to enter the Adult Literacy program before his/her high school class has graduated.

V. **Attachments:** (Use the back button on your browser to return to this section after viewing an attachment).

[Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions](#)
[Federal Disclosure of Lobbying Activities](#)
[Enrollment Procedures for Underage Youth](#)
[Request for Application \(RFA\) Provisions and Assurances](#)

VI. **Procedure:**

Federal Grants

- When federal funds become available, local eligible providers desiring a grant must submit an application in response to the Request for Application (RFA) on the prescribed application form by the designated deadline.
- Local eligible providers must develop a formal response to each of the parts contained in the RFA.
- Separate applications are submitted for each type of funding and geographic area.

Announcement, Direct and Equitable Access

A variety of techniques are used by the state to announce the availability of competitive federal funds. Direct and equitable access to the application process is provided through:

- News releases which are geographically placed to ensure the entire state is covered;
- Direct mail of the same RFA announcement is mailed to all current providers, all organizations and possible providers who have expressed interest;
- The Request for Application (RFA) is available to providers for adult education services, English literacy services, institutionalized literacy services, and family literacy services;
- A banner on the Georgia Technical College System of Georgia (TCSG) webpage (www.tcsg.org) which announces the availability of competitive federal funds;
- Posting the RFA on the Office of Adult Education (OAE) web page;
- Criteria that applies to all applications;
- Technical assistance workshops to review the entire process and provide information to all eligible providers interested in applying. Dates, times, and places of these workshops are included in announcements and the RFA; and
- Collaboration with the Interagency Council on Adult Education.

Administrative and Readers' Review

Applications for grant funds are submitted for an Administrative Review. Internal OAE staff completes the Administrative Review based upon:

- Timely receipt of the application (date and time stamped);
- Submission of proper copies and signatures;
- Submission of all forms, support forms and appendices;
- Review of budget applications; and

Applications that pass the Administrative Review are forwarded for review, reading and scoring.

Reading and Scoring

- Reviewers are selected to read and evaluate the applications based on the criteria listed in the law.
- Reviewers/Readers may be internal within TCSG, external outside TCSG or a combination of both.
- Reviewers/Readers will note the thoroughness of the applicants in response to the evaluation criteria and will recommend the applicants deemed to have fully and adequately responded to the criteria be considered for funding.

Successful applicants will be notified in writing.

RFA – Contractual Component

The proposal, submitted to TCSG by the local eligible providers in request for application is incorporated in a contract by reference for all necessary purposes. Below are examples of what is set forth in the RFA Provisions and Assurances:

- It is specifically provided; however, that the provisions of the contract shall prevail in all cases of conflict arising for the terms of eligible provider's proposal whether such proposal is a written part of the contract or is attached as a separate document.
- In the conduct of the contract project, the local eligible program shall be subject to the laws of the State of Georgia and Federal Laws governing RFA and the contractual activities.
- Federal Regulations from **OMB Circulars** which apply to this contract/grant:
 1. For Local Education Agencies (LEAs): OMB Circulars A-87, A-102, and A-133.
 2. For Institutions of Higher Education (IHEs): OMB Circulars A-21 and A-133.
 3. For Private Nonprofit Organizations: OMB Circulars A-122 and A-133; and
 4. For State Agencies: OMB Circulars A-87, A-102 and A-133.

OMB's Internet Home Page is
<http://www.whitehouse.gov/omb/grants.html>.

- If the contract is canceled, terminated or suspended by TCSG prior to its expiration date, the monetary value of services properly performed by the contractor pursuant to this contract shall be determined by TCSG and paid to local eligible program as soon as reasonably possible.
- If local eligible program, in TCSG's sole determination, fails or refuses for any reason to perform any of its obligations under this contract, TCSG may impose such sanctions as it may deem appropriate, including but not limited to cancellation, termination, withholding of payments to local eligible program until local eligible program complies or suspension of this contract in whole or in part, and the seeking of other remedies as may be provided by this contract or law. Any cancellation, termination or suspension of this contract, if imposed, shall become effective at the close of business on the day of local eligible program's receipt of written notice thereof from TCSG.
- All materials, conceptions and products produced or conceived by local eligible program, its employees, agents, consultants or subcontractors arising out of the contract project shall be the sole property of TCSG, and TCSG shall have the exclusive right to copyright and patent these materials, conceptions and products subject to applicable law. Local eligible program shall so bind all concerned.

Availability of Funds

- All awards are subject to availability of funds from the federal government and state government. A delay in the receipt of federal and/or state allocations may delay the issuance of a contract. Allocations in the Allocations Chart contained within the RFA are estimates based on an approved formula for the purpose of these funding programs.

Considerations for Funding

The act requires that applicants have demonstrated effectiveness and experience in providing the adult education and literacy services proposed in the application. As required by WIA, TCSG will give preference, as defined by federal regulations, for local eligible providers to:

- establish measurable goals for participant outcomes
- demonstrate past effectiveness in improving the literacy skills of adults and families
- serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills
- provide instruction of sufficient intensity and duration for participants to achieve substantial learning gains and use instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that has proven to be effective in teaching individuals to read
- provide activities that are built on a strong foundation of research and effective educational practice
- provide activities that employ advances in technology, as appropriate, including the use of computers
- provide activities in real list contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship
- provide well-trained staff
- coordinate and establish linkages other resources in the community, such as elementary schools and secondary schools, postsecondary educational institutions, one-stop centers, job training programs, and social service agencies
- offer flexible schedules and support services
- utilize a high-quality information management system and report participant outcomes
- demonstrate the need for English literacy programs

Funding of Applications

TCSG reserves the right to:

- reject any and all applications,
- negotiate portions of an application, and
- negotiate a grant award **or allocate funds** based upon proposed student contact hours, student level completions, and other project outcomes and recommendations or comments from the Project Readers, or
- request an applicant to engage in a question and answer session at the Office of Adult Education to provide further clarity regarding the application.

TCSG will award not less than one grant to a local eligible provider who offers flexible schedules and necessary support services (such as child care and transportation) to enable individuals, including individuals with disabilities, or individuals with other special needs, to participate in adult education and literacy activities. Local eligible providers shall attempt to coordinate with other agencies and organizations to provide support services to adult learners.

High Risk Grantees

A grantee may be considered high risk if TCSG determines that a grantee:

1. has a history of unsatisfactory performance;
2. is not financially stable;
3. has a management system which does not meet the management standards set forth in The Workforce Investment Act of 1998, Title II;
4. has not conformed to terms and conditions of previous awards; or
5. is otherwise not responsible: and if TCSG determines that an award will be made, special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award contract.
6. Special conditions or restrictions may include:
 - payment on a reimbursement basis;
 - withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
 - requirement of additional, more detailed financial reports;
 - additional project monitoring;
 - requirement that grantee to obtain technical or management assistance; or
 - establishment of additional prior approvals.

Project Dates

The local eligible program may not begin to obligate funds under a project until an award is confirmed in writing by TCSG. After confirmation, funds may not be obligated until the effective date of the grant reward or until the beginning date specified in writing by TCSG, which ever is later.

Supplanting

Federal funds may be used to increase to the extent practical, the level of nonfederal funds that would be available in the absence of federal funds, and, in no case, replace these nonfederal funds. These funds should not be used for the purpose of supplanting, only for supplementing.

A. Eligible Clients

Eligibility Requirements for Adult Students

Adult Education services are provided for out-of-school persons who are beyond the age of compulsory school attendance, and function at less than a secondary education completion level, or are unable to speak, read, or write the English language. Eligible clients are those:

- who have attained 16 years of age;
- who are not enrolled or required to be enrolled in a secondary school under state law; and
- who lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;
- does not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- unable to speak, read, or write the English language.

The adult student is an adult learner who is engaged in formal education or training to build his or her knowledge and skills. This education or training includes the full range of education from basic education, literacy, and high school equivalency including work-based programs.

Under-Age Youth

It is necessary for under-age youth to have documentation that they are out of school.

- For the purpose of this procedure, an Under-Age Youth is an individual who is sixteen (16), seventeen (17), or eighteen (18) years of age who has officially withdrawn from public, private, or home school. This individual's school class must not have graduated at the time of enrollment.
- In the event that the individual's class has graduated, an official letter (printed on the school's letterhead) from the last school attended and signed by the superintendent/designee will serve as verification. In this case, the individual is exempt from any additional under-age enrollment procedures.
- English as Second Language (ESL) Adult Learners from foreign countries must provide a letter (printed on the school's letterhead) signed by the local superintendent/designee stating that the individual is not currently enrolled in their local school system.

Refer to the *Enrollment Procedures for Under-Age Youth* Manual (November 1, 1988) for the procedures, directions and forms to be utilized in enrolling Under-Age Youth. The forms used for enrollment of Underage Youth are:

- Under-Age Youth Request for Enrollment into a State Approved Adult Literacy Program Checklist for Attachments
- Under-Age Youth Request for Enrollment into a State Approved Adult Literacy Program Certification Form
- Under-Age Youth Request for Enrollment into a State Approved Adult Literacy Program – Parent/Guardian Permission.

Student or Tourist Visas

Adults who enter the United States on either a Student Visa (F-1) or a Visitor Visa (B-1 for Business, or B-2 for Pleasure) may **not** be allowed to enroll in adult education or literacy programs that receive public funds from either federal or state tax dollars.

- Individuals with an F-1 Visa (student visa) status are ineligible for services and shall “not be accorded a course of study in a publicly funded adult education program.” According to United States Visa Services, adults who enter the country on a visitor visa are not eligible to study in any educational program or institution.

B. Eligibility for Local Adult Literacy Service Providers:

- Direct and equitable access to federal funds will be provided to local eligible providers that may include the following: a) a local educational agency; b) a community-based organization of demonstrated effectiveness; c) a volunteer literacy organization of demonstrated effectiveness; d) institution of higher education; e) a public or private nonprofit agency; f) a library; g) a public housing authority; h) a nonprofit institution, i) or a consortium.
- When awarding grants under WIA, the following criteria are to be considered for funding:
 - A. The degree to which the local eligible provider establishes measurable goals;
 - B. The past effectiveness of the local eligible provider in improving the literacy skills of adults and families;
 - C. The commitment of the local eligible provider to serve individuals in the community who are most in need of literacy services including individuals who are low-income or have minimal literacy skills;
 - D. Whether the local eligible provider offers programs of sufficient intensity and duration for participants to achieve substantial learning gains;
 - E. Whether the local eligible provider uses instructional practices that research has proved to be effective in teaching individuals to read;
 - F. Whether the proposed adult education and literacy activities are built on a strong foundation of research and effective educational practice;

- G. Whether the proposed activities effectively employ advances in technology, as appropriate, including the use of computers;
- H. Whether the proposed activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace an exercise the rights and responsibilities of citizenship;
- I. Whether the activities are staffed by well-trained instructors, counselors, and administrators;
- J. Whether the proposed activities coordinate with other available resources in the community;
- K. Whether the proposed activities offer flexible schedules and support services;
- L. Whether the proposed activities maintain a high quality management information system; and
- M. Whether there is a demonstrated need for additional English Literacy or ESL programs in the community.

Assurances

The eligible local provider shall ensure:

- Equal opportunities to participate are available to all eligible students, teachers, and other program beneficiaries for any project or activity carried out under this program and promotes the ability of said students, teachers, and beneficiaries to meet high standards to promote educational excellence throughout Georgia.
- Adherence to the TCSG’s Statement of Equal Opportunity located in I.B. of the S.B.T.C.S.G. Policies and Procedures Manual located at www.tcsg.org.
- Adherence to the OAE Assurances.

C. State-Imposed Requirements:

State rules or policies relating to the administration or operation of adult literacy program are identified to grantees. The state rules or policies are identified by stating the use of square brackets [].

D. State Grants:

In the State of Georgia, 37 organizations have been designated as the lead organizations for state funded services in geographic areas referred to as Service Delivery Areas (SDA). Refer to Policy 2.4.

VII. Records Retention:

RFA documents will be maintained according to the Record Retention Chart which is available in the attachment section of the Policy 2.4.