2.1 The Georgia Adult Education Funding Program

Effective Date: July 1, 2007; updated July 1, 2009 – Service Provider Eligibility updated and RFA Definitions included in attachments; July 1, 2011 circulars updated: October 17, 2011 Underage Youth Application: July 1, 2012 Contractual Component, Federal Requirements and Forms updated; Underage Youth updated November 1, 2012 and March 1, 2013 and September 1, 2013.

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:

**DUNS Number:** Data Universal Numbering System (DUNS) is a the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.

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**Underage Youth:** individual sixteen (16) or seventeen (17) years of age who have officially withdrawn from public, private or home school and is seeking to enter the Adult Education program before his/her high school class has graduated.

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

Federal Certification Regarding Lobbying
Federal SF 424 Form
Federal SF 424 Instructions
Federal SF 424-B Assurances – Non-Construction
Federal SF LLL Disclosure of Lobbying with Instructions
Office of Adult Education Definitions
Request for Application (RFA) Provisions and Assurances
Underage Youth Application for Program Enrollment and Permission to Take the GED®test, Enrollment Procedures, Definitions and Directions for Local Adult Education Programs
Underage Youth Application Form
Underage Enrollment Affidavit for Home School Students
Request for GED® Testing Approval
Registration of DUNS Number
Trafficking in Persons
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.edu) 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

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 and other pertinent criteria.
- 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.

**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.

**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.

- 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.

**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.

**DUNS Number**

A DUNS number must be submitted for a local eligible provider to receive a federal award. The DUNS number is to be registered with SAM at www.sam.gov. Refer to attachment “Registration of DUNS Number.”

**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.

**Correctional/Institutional Federal Funding:**

Grants for correctional/institutional education shall be awarded and used according to the guidelines as stated in the Workforce Investment Act of 1998.
Not more than 8.25% of federal funds allotted to the state for adult education activities shall be used for corrections education and education for other institutionalized adults.

Local programs will be charged with the responsibility of designing, developing and implementing instructional programs. Various activities will be undertaken which will be designed to include – but not limited to- basic education, special education programs, and English literacy programs according to WIA, Title II.

The Department of Corrections is a special school district and is eligible for federal funds the same as other school districts.

- SDA Contracts may be developed with Department of Juvenile Justice and Department of Corrections and reported in the Contracts section of GALIS. Local programs must guard against supplanting.
- Regular 231 monies may not be utilized for Corrections/Institutionalized Programs. There is a cap on federal funds allotted to corrections education and education for other institutionalized adults.
- Applications for 231 and 225 must be separate applications.

**Funding Formula Based upon Performance:**
The purposes of performance funding are to:

- Promote decision-making at the state and local levels in providing quality services to adult learners and families. Funding decisions are based on an evaluation of program performance data, availability of funds and priority of services; and
- Promote data-driven continuous program improvement.

Grant award funds will be distributed utilizing a performance based funding formula after initial award.

Performance-based Funding is the process by which grant sub-recipients are allocated funds in non-competition years. The primary funding factors include census of need, enrollment, contact hours, and educational gain. NOTE: Decisions for final funding are at the discretion of the Assistant Commissioner of Adult Education of the Technical College System of Georgia.

- **Section 231**
The Adult Education Federal funding formula is based on performance for Section 231 as outlined below.

1. 33 & 1/3 % based on the needs factor as identified in the Census Data.
2. 33 & 1/3 % based on contact hours generated as recorded on Table 4 of the National Reporting System (NRS).
3. 33 & 1/3 % based on number of students completing an Educational Functioning Level as recorded on Table 4 of the National Reporting System (NRS).

- **Section 225**

The funding formula for Section 225 (Programs for Corrections Education and Other Institutionalized Individuals) Federal Funds will be as follows:

1. 25% based on enrollment as recorded on Table 4 for Institutionalized of the National Reporting System (NRS).
2. 25% based on contact hours as recorded for Institutionalized of the National Reporting System (NRS).
3. 50% based on number of students completing an Educational Functioning Level as recorded on Table 4 for Institutionalized of the National Reporting System (NRS).

**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, whichever is later.

**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.

**Underage Youth**

It is necessary for underage youth to have documentation that they are out of school.

- For the purpose of this procedure, an Underage Youth is an individual who is sixteen (16) or seventeen (17) of age who has officially withdrawn from public, private, or home school and is seeking to enter the Adult Education Program before his/her high school class has graduated.
- 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 underage 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 *Underage Youth Application for Program Enrollment and Permission to Take the GED® Test* instructions for the procedures, definitions, directions and form to be utilized in enrolling Underage Youth. There are several sections to the form for Underage Youth Application:

- Parent/Guardian Permission to Enroll/Take the GED® test
- Adult Education Program Enrollment Approval
- Recommendation to Take the GED® test
- Approval to Take the GED® test.
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) or a BBBCV (B1/B2 Border Crossing Visa) 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 Citizenship and Immigration Services (USCIS), 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) a consortium or a community-based organization and nonprofit institution including non-profit faith-based organizations.

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 OAE Assurances (attached to this section)

State-Imposed Requirements
State rules or policies relating to the administration or operation of adult education program are identified to grantees. The state rules or policies are identified by statement.

Trafficking in Persons
The federal statutory requirement in the Code of Federal Regulations at 2 CFR 175 includes the condition that authorizes the agency to terminate the award, without penalty, if a grantee.
(a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(b) Procures a commercial sex act during the period of time that the award is in effect; or

(c) Uses forced labor in the performance of the award or subawards under the award.

Please refer to attachment “Trafficking in Persons.”

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.