

## Adult Education and Literacy

### Conditions of Grant Awards and Links to Resources

#### Purpose

This document describes conditions of award for Adult Education and Literacy (AEL) subrecipients and provides links to resources to pertinent Federal and State statute and guidance. This document's resources will be updated as needed.

#### Conditions of Award

All AEL grants require compliance with all applicable state and federal rules, regulation, and policies, including but not limited to:

- Funding must be used to establish or operate programs that provide adult education and literacy activities and provide such activities concurrently.
- Activities supported with Federal and State AEL funds are necessary, reasonable and allowable.
- Adult Diploma Program funds support allowable activities per state statute and policy.
- Subrecipient will provide the full range of services as described in published AEL policies.
- Per AEL policy, grantee will not deny services to eligible students without prior consultation with the Vermont Agency of Education.
- AEL learners will not be charged for services and materials, with the following exception:
  - Examinees may be charged the fee set by GED Testing Service for each computer-based GED examination.
  - GED fees collected may not be considered program income.
  - Federal AEL funds may not be used to pay for GED examinee fees.
- Subrecipient agrees to operate as a unified, statewide AEL system and that all work under this funding will be in full compliance with the AEL vision, mission and common practice, policies, and procedures defined by State and Federal legislation governing AEL.
- Subrecipient agrees to fully cooperate with evaluation and monitoring processes conducted by the AOE, which includes audit of services and access to all records, books, papers, or documents related to performance of AEL work under the grants.
- Grantee will maintain learner service records, AEL procedural manuals, AEL curricula, and AEL fiscal accounting records on expenditure of award monies.

#### Contact Information:

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- Grantee will participate in regional teams/activities convened in response to the WIOA Unified State Plan, which may be related to: collaborating with one-stop centers at DOL, cross-training, business outreach, and data sharing.
- The grantee will ensure that data entry is timely in accordance with AEL policy: instruction hours and other pertinent data must be entered at least every two weeks. File maintenance must be done quarterly.
- All data entry and changes must be linked to and documented in the student's Personalized Learning Plan (PLP).
- The grantee will ensure that staff (manager or other assigned staff) at each center will run reports and monitor progress toward established targets and ensure that Educational Functioning Levels (EFLs) have not expired.
- Grantee will ensure that all staff are trained on relevant manuals and policies and that this training is a standard part of new staff orientation.
- Grantee will meet established performance targets for baseline and progress assessments and overall measurable skill gains. If grantee fails to meet targets, the grant amount may be reduced by 5% of annual State grant funds in the final quarter of the fiscal year. Withholding of funds per this provision will only occur after reasonable notice to grantee is provided with opportunity to respond. If substantiated, grantee will have the right to appeal the determination prior to withholding.
- Grantee will post policies publicly, including grantee's website.
- Provider matches an amount equal to 25% of the total federal funds expended on the allowable activities under the grant (cash and/or in-kind).
- The full and actual dollar amount of matching resources, including in-kind, committed for the initial grant award period are maintained through subsequent years of the grant duration (Maintenance of Effort).
- Integrated Education and Training (IET) programs provide participants with workforce training in one or more in-demand industries as identified in the Unified State Plan.
- All programs supported with grant funds must meet applicable Federal AEFLA requirements (i.e., IET).
- Teachers, assessors, plan managers, and program administrators will have an Individual Professional Development Plan (IPDP) that is updated/revised at least annually, per the AEL Policy Statements.
- Grantee will sign all required federal and state assurances prior to release of funding.
- Grantee will take necessary steps to ensure compliance with Federal and State non-discrimination laws of grantee materials and websites.
- Per the General Education Provisions Act (GEPA), Section 427 – program ensures equitable access to, and equitable participation in the program for learners, teachers, and other program beneficiaries with special needs.

By signing AEL grant agreements, subrecipient certifies that all applicable state and federal rules, regulations and policies will be observed and that, to the best of his/her knowledge, the information contained in all financial and other programmatic proposals and reports are correct and complete.

## Links to Resources

### **Vermont Adult Education and Literacy**

- [AEL Policy Manual](#)
- [AEL's Full Range of Services](#)
- [Assessment Policy](#)
- [High School Completion Program Policy Manual](#)
- [High School Completion Program Reimbursement Rates](#)
- [Professional Development Handbook](#)
  - [Individual Professional Development Plan Template](#)
- [Individuals with Barriers to Employment](#)
- [Education Quality Standards, \(Series 2000 - State Board Rules\)](#)

### **Federal Workforce Innovation and Opportunity Act (WIOA) Statute and Rules**

- [WIOA statute](#)
- [Final Rules for Programs and Activities Authorized by the Adult Education and Family Literacy Act \(Title II of the Workforce Innovation and Opportunity Act\)](#)
- [A Rule by the Education Department on 08/19/2016](#)
- [20 CFR Part 678—description of the one-stop delivery system under title I of the workforce innovation and opportunity act](#)

### **State Statute and WIOA State Plan**

- [Flexible Pathways to Secondary School Completion Statute, 16 V.S.A. Chapter 23, Subchapter 2](#)
- [Vermont Unified State Plan for Workforce Innovation and Opportunity Act 2014](#)

### **Federal Financial Guidance**

- [Uniform Guidance \(2 CFR Part 200\) applies to New and Continuation grants awarded on or after December 26, 2014](#)
- [US Department of Education FAQs for the Uniform Guidance \(also referred to as 2 CFR Part 200\)](#)

### **Other Federal Resources**

- [AEFLA Resource Guide](#)
- [US Department of Education, Office of Career, Technical, and Adult Education](#)
- [OCTAE Program Memoranda](#)
- [Integrated Education and Training: A Career Pathways Guide to Policy and Practice](#)
- [National Reporting System Technical Assistance Guide](#)
- [General Education Provisions Act \(GEPA\)](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)