
Adult Education and Literacy

Frequently Asked Questions - WIOA Grant Application FY22-23

Purpose

This Frequently Asked Questions (FAQs) document addresses questions regarding the funding opportunity for Adult Education and Literacy (AEL) activities under WIOA, Title II. The full application materials are posted on the Vermont Agency of Education's [Adult Education – Initiatives and Resources page](#).

I am not sure of the most appropriate choice for “Type of Eligible Provider” from the list that appears on the Intent to Apply Form and on the Cover Page of the grant application. Will my choice impact how my application is reviewed?

Please choose the type from the list that best describes your organization/entity. All that are eligible per WIOA statute have equal access to the competitive process – no one type of eligible provider is more or less eligible than another.

If I miss the Intent to Apply Form deadline of March 5th, should I send it in later?

You do not need to send it in if you miss the deadline though you are welcome to do so.

If I miss the Intent to Apply Form deadline of March 5th, will my application still be accepted?

Your application will not be disqualified and there will be no repercussions due to the lack of submission of an Intent to Apply Form.

Budget Proposal – do you have a preference for the format for the budget? Excel? PDF?

Yes, use the Excel workbook called “[AEL FY22 Budget Proposal Template](#)” provided on the Vermont Agency of Education’s Website. Follow the instructions in Appendix F. Be sure to submit your budget in the Excel format without having changed any of the codes in the workbook.

Contact Information:

If you have questions about this document or would like additional information, please contact:
Robin.Castle@vermont.gov, State Director of Adult Education and Literacy, at
Robin.Castle@vermont.gov.

Budget Proposal – setting up the budget on the Codes tab. The learning center sites are listed in the same rows as the Funding Sources, Allocations and Admin %. How are all these columns and rows aligned?

Note that column H (Site) is to be considered as separate and distinct from columns E (Funding Source), F (Allocation), and G (Admin %). In other words, column H does not align with the Funding Source, Allocation, or Admin %, though columns E, F, and G do align with each other in the rows.

Regarding County Distributions for Integrated English Literacy and Civics Education (IELCE) on page 8, there are not funds allocated in a county which we would like to serve with this funding source.

There is only \$60,000 for the entire state of Vermont for this program and we have identified the counties where the need is greatest. If you are awarded IELCE funds for any of the counties identified, we could discuss how the money may be used to serve those living in all the counties awarded as part of your service region.

Application Narrative on page 26, Item 11 A. “Describe how the specified populations above will be recruited and describe strategies that will be implemented to support student motivation and persistence after entry.” Which specified population is this referring to?

The populations you are proposing to serve from your description in Consideration 1.

Supporting Documents – for resumes of key project personnel, are these full resumes or short bios? Does this include Executive Director, Comptroller, HR Director, Director of Operations, etc.? Do we need Regional Managers and Coordinator resumes also?

Key personnel for the project, not including instructional staff should include the Executive Director, Program Manager, and Regional Managers. Shorten each resume so that it briefly shows qualifications (related education and experience) without detail.

Supporting Documents – Summary of job descriptions of instructional staff – with numerous instruction staff, do you need individual names with hours per week or can we provide number of staff per instructional staff title with FTE?

No names are requested. This is a summary of job descriptions, not resumes. It is a narrative summary (or it could be a table), not actual job descriptions.

Supporting Documents – I’m concerned about being able to stay within our supporting document page numbers because I plan to attach our Student Handbook, a Personal Learning Plan and a few other key items.

The instructions do not request student handbooks or samples of PLPs. Only include what is requested.

Supporting Documents – for the list of board members and their affiliations, what do you mean by affiliation? What if they are retired? What if they are an alum or current student/program participant?

Affiliations include place of employment and other connections with organizations, such as other boards they serve on. If they are retired, list previous career/employment information and current connections, such as organizations they may volunteer for. Indicate if they are a current alum or student/program participant and also the college they are attending, if applicable, and other affiliations.

Will you award more than one organization in a region?

No, there will be one provider to serve each county.

Our organization would like to expand its service area. Will you consider a proposal to cover counties that our organization has not historically served?

Yes, all proposals to serve each county that meet the requirements will be considered.
