



COLORADO
Department of Education

Adult Education and Literacy Act (AELA)

Application TA Webinar - November 22, 2024

Agenda

- Introduction
- Available Funds
- Application Key Elements
- Timeline
- Applying in GAINS
- Questions



Team

Dr. Ally Garcia
Director of Adult Education
Garcia_allyson@cde.state.co.us

Amanda Brewer
AEI Data Manager
Brewer_a@cde.state.co.us

Lacey Miller
AEI Program Coordinator
Miller_l@cde.state.co.us

Ellen Hogan
AEI Instructional Support and Professional
Learning Coordinator
hogan_e@cde.state.co.us

Dr. Michael Verderaime
AEI Program Coordinator, Access and
Retention
verderaime_m@cde.state.co.us

Kim Burnham
Competitive Grants and Awards Supervisor
Burnham_K@cde.state.co.us

Michelle Prael
Senior Consultant
Prael_m@cde.state.co.us





Introduction



- SB23-007, the Adult Education and Literacy Act (AELA), requires providers to offer eligible adults basic education in literacy, digital literacy, and numeracy that leads to additional skills acquisition, postsecondary credential attainment, and employment. Eligible adults may earn a high school equivalency certificate. The act describes services that providers may offer to eligible adults, which include in-person or online instruction, the development of learning plans, coaching, and mentorship. The act permits the Colorado Department of Education (CDE) to use data matching with relevant state agencies to determine post-program participation outcomes.
- As required by the Adult Education and Literacy Act (AELA), the Colorado Department of Education (CDE), Adult Education Initiatives Office (AEI) is conducting a competitive Request for Application (RFA) process to award four years of funding to eligible providers. This RFA process follows what is outlined in the revised statutes, [C.R.S. 22-10-104](#), and the revised State Board of Education Rules, [1 CCR 301-98](#).





Purpose of Colorado's Adult Education and Literacy Act



Implement and Improve
Adult Education, Literacy,
Digital Literacy, and Training

Achieve Better
Employment Outcomes and
Economic Self-sufficiency

Support Educational Attainment for
Active Citizenship and
the Next Generation



Adult Education Providers – Eligible Applicants



Eligible applicants are adult education providers that are part of an **education attainment partnership** or a **workforce development partnership**.

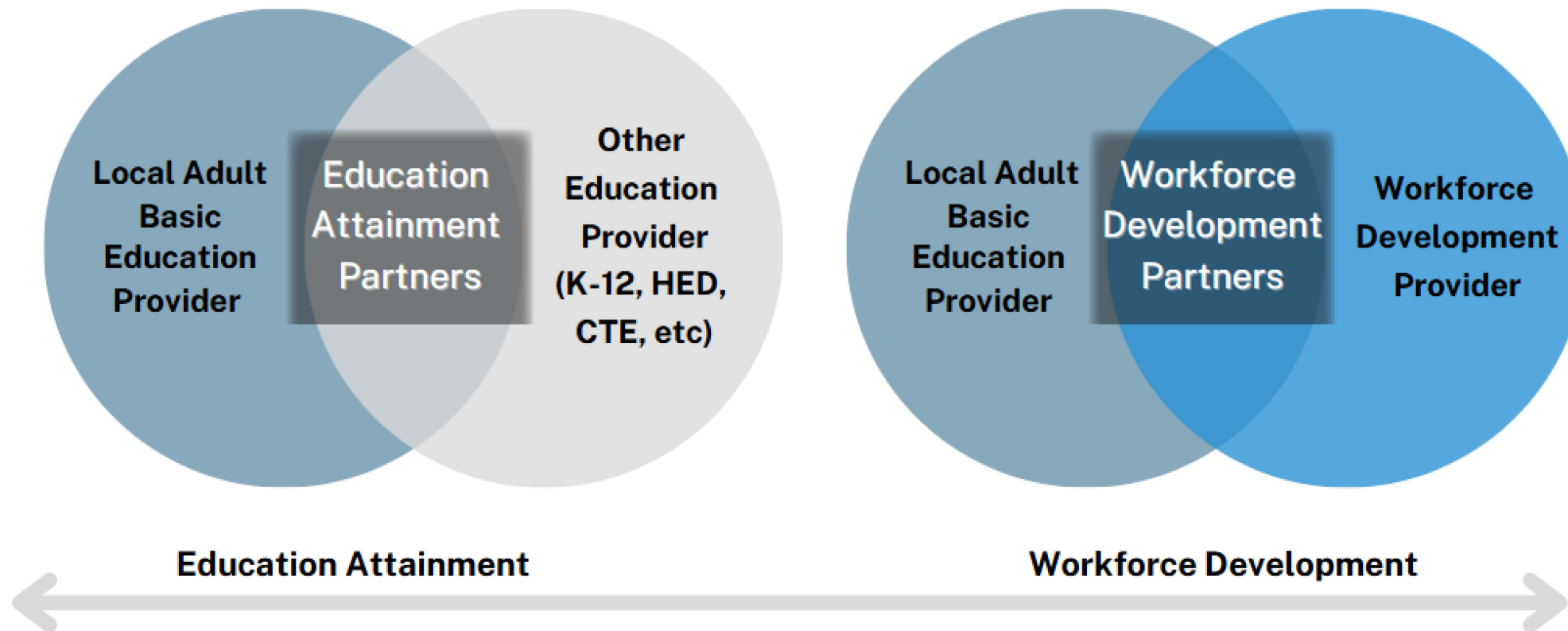
Adult education providers are one of the following entities that the department recognizes as providing appropriate and effective adult education and literacy programs (C.R.S. §22-10-103(1.5)):

- A secondary or postsecondary, public or private, nonprofit educational entity, including but not limited to a school district, charter school, board of cooperative services, state institution of higher education, local district college, and area technical college;
- A community-based nonprofit agency or organization;
- An Indian Tribe or nation;
- A library;
- A literacy council or other literacy institute;
- A business or business association that provides adult education and literacy programs either on site or off site;
- A volunteer literacy organization;
- A local workforce board, as defined in section 8-83-203, C.R.S., that oversees a workforce development program described in the "Colorado Career Advancement Act;"
- A one-stop partner, as described in section 8-83-216, C.R.S., under the "Colorado Career Advancement Act"; or
- A consortium of entities described above.**





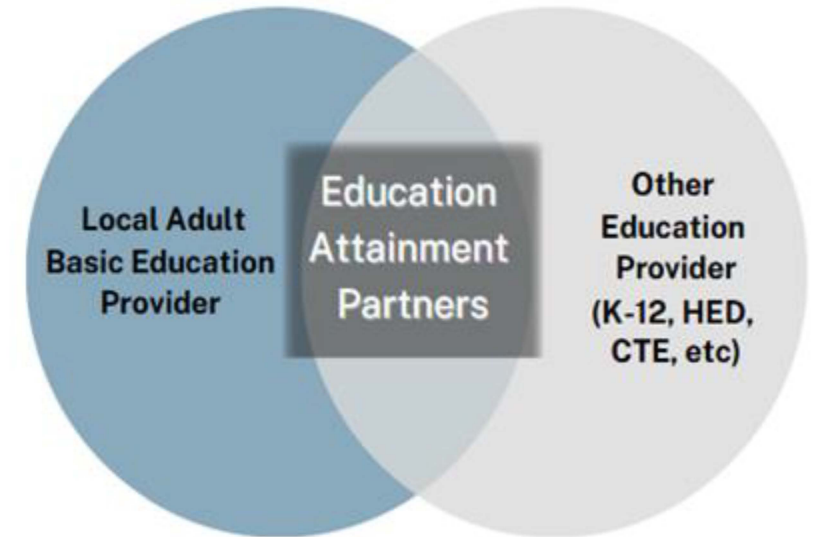
AELA's Two Partnerships: One Goal





Eligible Applicants – Education Attainment Partnership (EAP)

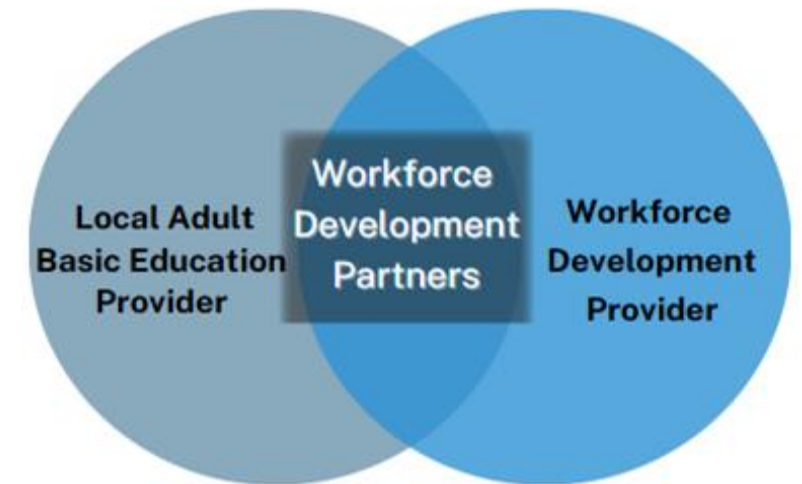
- A collaboration assisting adults in attaining basic literacy, digital literacy, and numeracy skills that lead to additional skill acquisition and *may* lead to postsecondary credentials and employment.
- Lead agency: At least one adult education provider.
- One other partner: a secondary or postsecondary, public or private, nonprofit educational entity, including but not limited to a school district, charter school, board of cooperative services, state institution of higher education, local district college, and area technical college, **that partners with at least one** elementary or secondary school or school district, a public or private institution of higher education, a local district college, or an area technical college.





Eligible Applicants – Workforce Development Partnership (WDP)

- A collaboration assisting adults in attaining basic literacy, digital literacy, and numeracy skills leading to additional skill acquisition, postsecondary credentials, and employment. At a minimum, a WDP must include:
 - At least one adult education provider; and
 - At least one workforce development provider.
- A **workforce development provider** includes, but need not be limited to (C.R.S. §22-10-103(11)(c)):
 - A workforce development program described in the "Colorado Career Advancement Act", part 2 of article 83 of title 8, C.R.S.; and
 - A program that is supported by the state workforce development council created in article 46.3 of title 24, C.R.S.



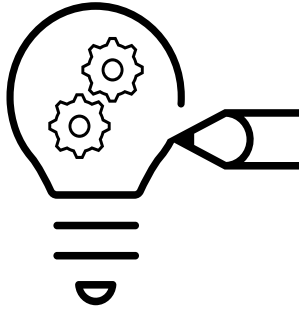


Available Funds

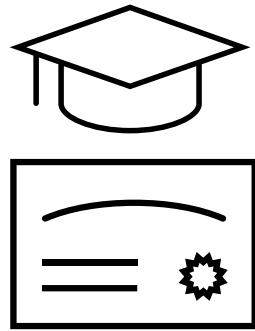
- Approximately **\$3,019,565** is available for the **2025-2026** fiscal year, with funding contingent on approval of appropriations from the State Legislature. Grants will be awarded for a four-year term beginning July 1, 2025, and ending June 30, 2029.
- Additional grant funding for subsequent years will also be contingent upon annual appropriations by the State Legislature, and grantees meeting all grant, fiscal, and reporting requirements. Funds must be expended by June 30 annually.



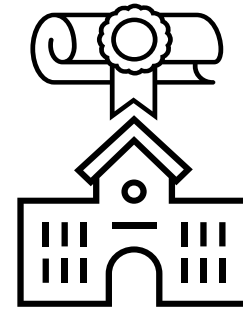
AELA Outcomes (C.R.S. 22-10-104 and 22-10-105)



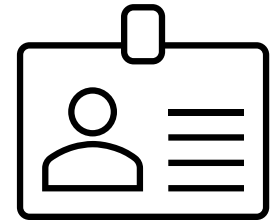
Additional Skills
Acquisition Outcomes
(14 outcomes)



Secondary Diploma or
Equivalent Outcomes
(2 outcomes)



Postsecondary Credential
Attainment Outcomes
(4 outcomes)



Employment Outcomes
(9 outcomes)

See full definitions in RFA Appendix C: AELA Outcomes and Validation Requirements



AELA Outcome Rates Targets – Grantee Established Targets

All outcomes available to all AELA grantees

Grantees must set annual outcome rates targets for current and alumni learners

- Educational Attainment Partnerships Applicants
 - Required Target: Additional Skills Acquisition Outcomes Category
 - Optional Target: Secondary Diploma or Equivalent Outcomes Category
 - Optional Target: Postsecondary Credential Attainment Outcomes Category
 - Optional Target: Employment Outcomes Category
- Workforce Development Partnership Applicants
 - Required Target: Additional Skills Acquisition Outcomes Category
 - Required Target: Secondary Diploma or Equivalent Outcomes Category
 - Required Target: Postsecondary Credential Attainment Outcomes Category
 - Required Target: Employment Outcomes Category





AELA Outcome Rates Targets – AEI Established Targets

AELA grantees, regardless of partnership type, must demonstrate progress toward meeting the following state-established targets for the percent of all learners meeting at least one outcome goal within the program year.

- 2025 – 2026: 40%
- 2026 – 2027: 42%
- 2027 – 2028: 44%
- 2028 – 2029: 46%



AELA Performance Outcome Target Rate Calculations

Grantee Established Targets

For grantee established targets, rates are calculated by each outcome goal category.

(Total outcomes achieved in the goal category by current learners + total outcomes achieved in the goal category by alumni learners)

Total *current* AELA learners with any outcome goal set/met/active in the same goal category

AEI Established Targets

For state established targets, rates are inclusive of all outcome goal categories.

(Total outcomes achieved by current learners in all categories + total outcomes achieved by any alumni learners in all categories)

Total *current* year AELA learners



Application Key Elements



Step 1. Submit an Intent to Apply

Step 2. Grants Program Administration (GPA) at CDE will provide instructions for creating user accounts in GAINS

Step 3. Submit a Narrative Application via CDE's GAINS site

Step 4. Reviewer Scoring

Step 5. Funding Decisions

Step 6. Supplemental Documents



Application Key Elements Steps 1 – 3: Intent to Apply and Narrative Application

Step 1. Interested applicants submit an [Intent to Apply](#) by **Friday, Dec. 20, 2024**.

- Completing the Intent to Apply is a required component of the application process.
- Completing the Intent to Apply assists CDE in knowing who needs access to the application in GAINS and providing access guidance, securing enough peer reviewers, and provides an avenue to communicate important updates with potential applicants.
- Completing the Intent to Apply does not obligate an entity to submit an application for funding.

Step 2. GPA will provide instructions for setting up user accounts in GAINS.

Step 3. Narrative Application via CDE's GAINS site

- Part I: Applicant Information
- Part II: Application Narrative
 - Section A: Learner Demographics and Applicant Experience
 - Section B: Populations Served with Federal Adult Education Funding
 - Section C: Proposed Adult Education and Literacy Program
 - Section D: Partnerships
 - Section E: Data Evaluation and Program Success
 - Section F: Digital Literacy
 - Section G: Budgeting and Financials
- Part III: Program Assurances





Attachment B: Application Evaluation and Scoring Rubric

- Applicants are encouraged to review the Application Evaluation Rubric and Scoring section of the RFA when preparing narrative responses for GAINS (p. 20-26)
 - Outlines available points per item
 - Includes criteria of high-quality responses for each question.

Section A: Learner Demographics and Applicant Experience

	Minimally Addressed or Does Not Meet Criteria	Addressed Criteria with Sufficient Detail	Met all Criteria with High Quality	Total
1. Narrative provides a description of the applicant's experience running adult education programs, recruiting and retaining adult learners, and ensuring equity in recruitment. High quality responses will provide an overview of previous experience in adult education programs, describe equitable, evidence-based recruitment strategies used with diverse student populations, include evidence demonstrating retention rates and retention strategies that address barriers to participation.	0	6	9	
2. High quality responses will include an evidence-based, detailed recruitment plan. Responses may include prior recruitment successes, highlight data-informed strategies, include best practices used with target populations, and reference a variety of methods, etc.	0	3	5	





Key Elements Step 4: Reviewer Scoring



- Applications will be accepted in GAINS from **January 6, 2025, to March 31, 2025**. Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of scores and preliminary funding status no later than the end of April 2025. Final Grantee approval is expected to take place at the May 2025 State Board of Education (SBE) meeting.
- Each application will be evaluated by external reviewers solely on the criteria identified in the narrative planning document. Once all applications have been evaluated, the reviewers will submit their scores to CDE. CDE will then recommend the funding recipient(s) to the state board. See [Appendix A](#) for a summary of the reviewer selection process.

Note: This is a competitive process – applicants must score at least 179 points out of the 255 possible narrative points (70%) to be approved for funding. Applications that score below 179 points may be asked to submit revisions that would bring the application up to a fundable level, after all fundable applications are scored, if additional funding remains available.





Key Elements Step 5: Funding Decisions



- Per 1 CCR 301-98, CDE has up to 60 days to review applications. Within 45 days of the date that the department finalizes its funding recommendations, based on these recommendations and available funding, the State Board of Education (SBE) will award grants to adult education providers. Grantees will receive a Grant Award Letter if their application and budget are approved.
- There is no guarantee that submitting an application will result in funding. All SBE decisions are final.



Key Elements Step 6: Supplemental Documents



AELA Assurances

- Accessible Design Assurances
- Assessment Assurances (if applicable)
- Attendance Assurances
- Data Assurances
- Distance Education Assurances (if applicable)
- Fiscal Assurances (New)
- General Program Assurances
- Professional Learning Assurances (New)
- Transition Planning Assurances (New)



Timeline for submissions



Step 1: Submit an Intent to Apply by **Friday, Dec. 20, 2024.**

Step 2: Application opens **Monday, Jan. 6, 2025.**

Step 3: Submit a Narrative Application by Monday, **March 31, 2025, by 6 p.m.**

Step 4: Applicants will be notified of scores and preliminary funding recommendations no later than the **end of April 2025**

Step 5: Final Grantee approval is expected to take place at the **May 2025** State Board of Education (SBE) meeting. Funding notification letters will follow SBE approval.





Resources and Technical Assistance



- All resources and materials related to the RFA can be found on the [Prospective Grantees website](#).
- Interested applicants should read through the materials thoroughly before applying for funds.
- An online grant Application FAQ is also available (and linked on that website)
 - [Submit questions about the grant application](#) to the AEI Office;
 - [View responses to questions about the grant application](#) submitted to the AEI Office.
 - Responses will be posted bi-weekly starting December 2, 2024. Frequency will increase during the final two weeks of the grant.



COLORADO

Department of Education

Adult Education and Literacy Act Grant System Training

Access to the AELA RFA in GAINS will
open on Jan. 6, 2025

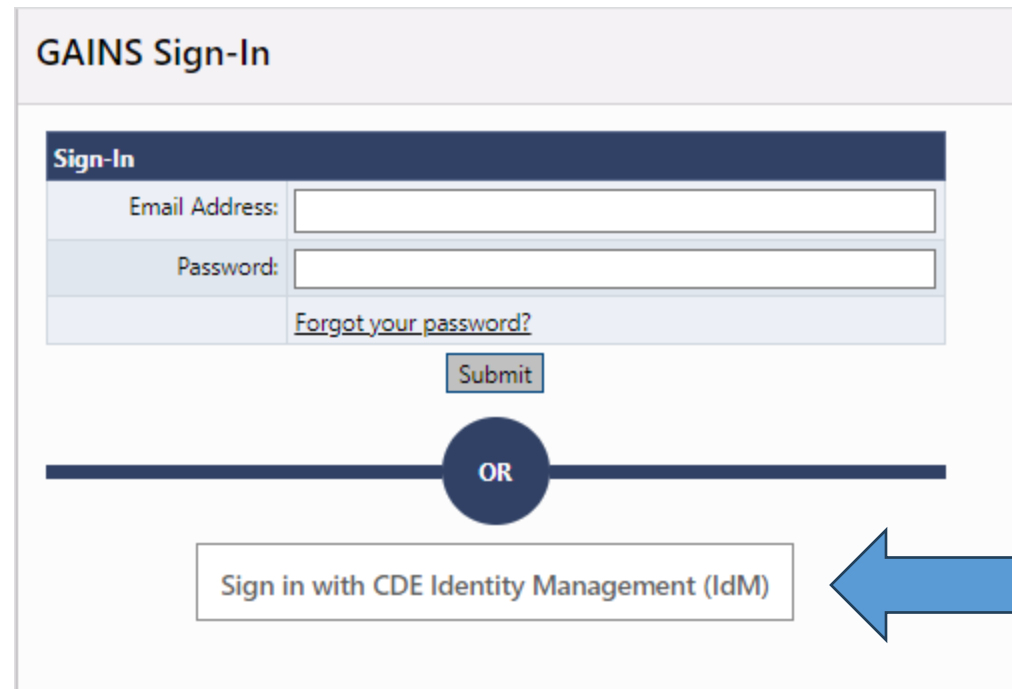


Grants Administration
Implementation &
Navigation System



- How to login to GAINS
- How to Locate and Navigate through the AELA Application in GAINS
- Demo – Live Application Walkthrough

- **Step 1 (IdM users):** Find the login button on the top right of your screen. Login to the GAINS through the Identity Management System:



GAINS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit

OR

Sign in with CDE Identity Management (IdM)

Please Note: CBOs/Libraries/IHEs WILL NOT log in through IdM

- **Step 1a:** The next page you will see is where you enter your Single Sign-on credentials. The username will be your full email, and the password will align to other CDE logins (i.e. Data Pipeline, the UIP System, ESSER)



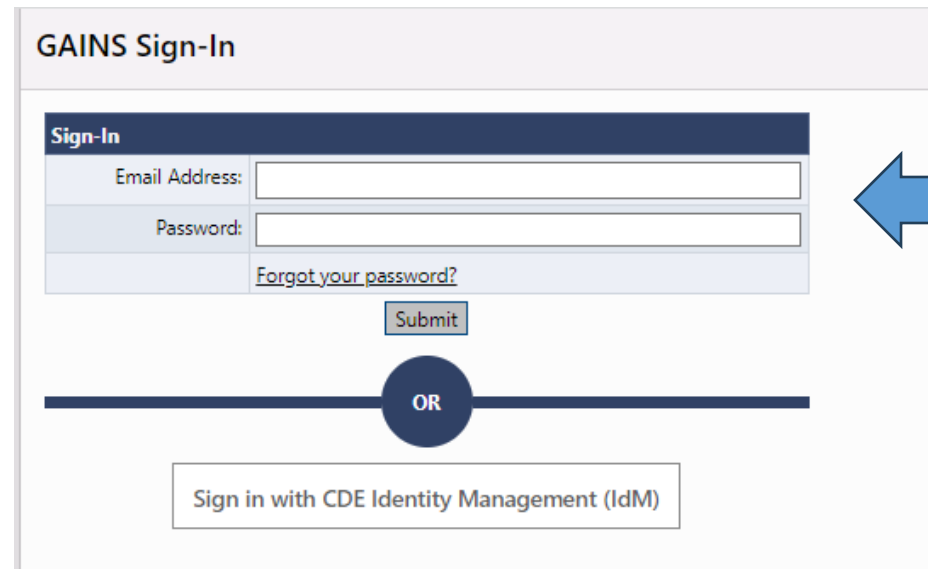
If your IdM login doesn't work

- Contact your district Local Access Manager (LAM) to make sure you have access to the Identity Management System (IdM)
- Try the [CDE IdM Password Reset](#)
- Submit a [GAINS Help Desk Ticket](#)

Please Note: CBOs/Libraries/IHEs WILL NOT log in through IdM

Before you can login, CDE will need to provide you with access to GAINS. Please fill out the [Intent to Apply Form](#).

- **Step 1 (CBO/Library/IHE Applicants):** Once CDE creates the user in GAINS, the applicant will be notified via email to create a password. Once the password is setup, CBO/Library/IHE applicants will access GAINS through the **native login**.



GAINS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit

OR

Sign in with CDE Identity Management (IdM)



- **Step 2:** Select your Organization's name on the Home page.

Grant Administration Implementation and Navigation System Home

Adams 12 Five Star Schools (0020) District

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Oct 30 2024 2:31PM.

Associated Organizations

Organization Number	Organization Name
0020	Adams 12 Five Star Schools





Step 3a: Select 2026

Step 3b: Select “Adult Education and Literacy Act (AELA)”

Funding Applications

Adams 12 Five Star Schools (0020) District - FY 2026

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Oct 30 2024 2:31PM.

2026 ▾ All Active Applications ▾

Entitlement Funding Application

There are no matching Entitlement applications for this fiscal year.

Competitive Funding Application

Adult Education and Literacy Act (AELA)

Due Date

Revision

3/31/2025 6:00:00 PM

0

Colorado Student Re-Engagement Grant ⓘ

12/18/2024 4:00:00 PM

0



Application Status: Not Started

Change Status To: Draft Started

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

	All
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Part I: Applicant Information
	Program Overview
	Applicant Information
<input type="checkbox"/>	Part II: Narrative
	Instructions
	Section A: Learner Demographics and Applicant Experience
	Section B: Populations Served with Federal Adult Education Funding
	Section C: Proposed Adult Education and Literacy Program
	Section D: Partnerships
	Section E: Data Evaluation and Program Success
	Section F: Digital Literacy
<input type="checkbox"/>	Part III: Program Assurances
	Program Assurances
<input type="checkbox"/>	Adult Education and Literacy Act
	Section G: Budgeting and Financials
	Budget
	Budget Overview
	Related Documents

- **Step 4:** Once on the Sections page of the application, be sure to change the application status to **“DRAFT STARTED”**
 - *Note: Only certain roles can change the application status. You can hover over the "Draft Started" link to see the individuals and roles in your organization with these permissions.*

Please note: The pages won't be editable until the status changes to Draft Started!

Application Navigation



The Sections page is your AELA home page and main navigation center.

From here you can access a number of features related to your application. The following sections are required for submission:

- Part I: Applicant Information
- Part II: Narrative
- Part III: Program Assurances
- AELA Budget

Navigating Basics – Sections Overview (cont.)



On the Sections page, you will have a Validation column which will let you know when a section has errors that would prevent you from submitting and/or warnings to check before submitting.



Description (View Sections Only View All Pages)		Validation	Print ■ Select Items
<input type="checkbox"/> All		Messages	Print
<input type="checkbox"/> History Log			Print
	History Log		Print
	Create Comment		
<input type="checkbox"/> Part I: Applicant Information		Messages	Print
	Program Overview		Print
	Applicant Information	Messages	Print
<input type="checkbox"/> Part II: Narrative		Messages	Print
	Instructions		Print
	Section A: Learner Demographics and Applicant Experience	Messages	Print
	Section B: Populations Served with Federal Adult Education Funding		Print
	Section C: Proposed Adult Education and Literacy Program	Messages	Print
	Section D: Partnerships	Messages	Print
	Section E: Data Evaluation and Program Success	Messages	Print
	Section F: Digital Literacy	Messages	Print
<input type="checkbox"/> Part III: Program Assurances		Messages	Print
	Program Assurances	Messages	Print

- **DO NOT USE** your browser's back/forward buttons!
- Use the "Go To" feature to move throughout the application.
 - It will save the data entered on the current page. You can select to remain on the current page (to save your data) or you can move to the selected page. This will also result in the current page saving.
 - Clicking on "Sections" here will take back to the Home Sections Page
 - Be mindful of the timer in the top right hand corner. If your time is getting low, use the Go To function to save your progress. This will also reset the timer.

Instructions

10Four (21CCLC 0003) Community Based Organization

This is the GAINS TEST site. Please be sure to co

- Go To ▶
- Current Page
 - Next Page
 - Previous Page
 - Response Sections
 - History Log ▶
 - Part I: Applicant Information ▶
 - Part II: Narrative ▶
 - Part III: Program Assurances ▶
 - Adult Education and Literacy Act ▶
 - Allocations ▶
 - New Applicant Summary ▶



- Application are due on March 31, 2025
 - Application status must be changed to at least “Draft Completed” on March 31, 2025, to be considered for funding. Applications are considered fully submitted to CDE when the status is at "LEA Authorized Representative Approved."
 - We highly recommend keeping the approval workflow in mind. Although the application will be considered submitted in Draft Completed, applicants should continue to work through the approvals, so the application does get fully submitted to CDE.

Sections
10Four (21CCLC 0003) Community Based Organization - FY 2026
This is the GAINS TEST site. Please be sure to complete your work in the TEST site. Test Database

Application Status: Draft Started

Change Status To: Draft Completed



Sections
10Four (21CCLC 0003) Community Based Organization - FY 2026 - Adult Education and Literacy Act (AELA)
This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database

Application Status: Draft Completed

Change Status To: LEA Fiscal Representative Approved
or
LEA Fiscal Representative Returned Not Approved



Sections
10Four (21CCLC 0003) Community Based Organization - FY 2026 - Adult Education and Literacy Act (AELA)
This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database

Application Status: LEA Fiscal Representative Approved

Change Status To: LEA Authorized Representative Approved
or
LEA Authorized Representative Returned Not Approved

GAINS Demonstration



Office Hours for the System

- Every other Tuesday from 12:30pm to 1:00 pm, hosted by CDE's GAINS Team - [Register for Office Hours!](#)

GAINS Small Bites

- The Grants Program Administration (GPA) Office has been working on short recordings for various aspects of GAINS called [GAINS Small Bites](#)! Feel free to check out the recordings.

One on One Support

- Please fill out the [Help Desk Ticket](#) for assistance!
- In addition, you can always reach out to Kim Burnham, at burnham_k@cde.state.co.us or Michelle Prael at prael_m@cde.state.co.us.

Please note: These support opportunities are specific to the system itself and not the programming. The GPA team will be unable to answer programmatic questions.

