



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

**District of Columbia  
Office of the State Superintendent of Education (OSSE)  
Adult and Family Education (AFE)**

**Frequently Asked Questions About  
OSSE Adult and Family Education Consolidated Competitive Grant**

The DC Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE) has prepared the following Frequently Asked Questions (FAQs) about OSSE Adult and Family Education Grants to assist eligible providers in the completion of the OSSE Adult and Family Education (AFE) Consolidated Grant.

The page(s) references refer to the OSSE Adult and Family Education (AFE) Consolidated Grant Request for Applications (RFA) posted on the OSSE AFE website at [https://osse.dc.gov/page\(s\)/adult-education-providers-and-partners](https://osse.dc.gov/page(s)/adult-education-providers-and-partners).

Additionally, prospective applicants may submit questions regarding the OSSE AFE Consolidated Grant in writing using the OSSE AFE Consolidated Competitive Grant Submission Form at <https://osseafe.wufoo.com/forms/mmotd7y1pa00vl/> until April 29, 2020 at 3 p.m. OSSE will post responses to the questions received up to and including April 29, 2020 in one summary document on the OSSE website - Adult Education Providers and Partners, Grants at [https://osse.dc.gov/page\(s\)/adult-education-providers-and-partners#grants](https://osse.dc.gov/page(s)/adult-education-providers-and-partners#grants) on May 8, 2020 by close of business.

SECTION I: STATEMENT OF NEED		
Q1.	Is the American Community Survey (ACS) data available by ward for the District of Columbia?	
A1.	The American Community Survey (ACS) data is not available by ward for the District of Columbia. For the OSSE Adult and Family Education (AFE) Consolidated Grant Request for Applications (RFA), eligible applicants may look at the workforce needs of the region relative to designing program models for District residents. Additionally, Labor Market Information (LMI) is available for the Washington-Arlington-Alexandria DC-VA-MD-WV Metropolitan Statistical Area and can be disaggregated by zip code.	See page(s) 4. <i>SECTION I: STATEMENT OF NEED -Statement of Need</i>
SECTION II: BACKGROUND INFORMATION		

<b>N/A</b>	There are no frequently asked questions relative to this section at this time.	<i>Not applicable</i>
<b>SECTION III: GRANT COMPETITION PRE-SCREENING FOR EVIDENCE OF DEMONSTRATED EFFECTIVENESS</b>		
<b>Q2.</b>	<b>What is the origin of the demonstrated effectiveness screening?</b>	
<b>A2.</b>	<p>The provision requiring state education agencies to select providers of demonstrated effectiveness is stated in the Workforce Innovation and Opportunity Act (WIOA), Title II Adult Education and Literacy, Sec. 203 Definitions – (5) Eligible Provider.</p> <ul style="list-style-type: none"> <li>An eligible provider must demonstrate past effectiveness by providing performance data on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas relevant to the services contained in the State's application for funds.</li> <li>An eligible provider must also provide information regarding its outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.</li> </ul>	<p>See page(s) 12.</p> <p><i>SECTION III: GRANT COMPETITION PRE-SCREENING FOR EVIDENCE OF DEMONSTRATED EFFECTIVENESS</i></p>
<b>Q3.</b>	<b>How must an eligible provider establish that it has evidence of demonstrated effectiveness?</b>	
<b>A3.</b>	<p>There are two ways in which an eligible provider may meet the requirements of demonstrated effectiveness:</p> <ul style="list-style-type: none"> <li>An eligible provider that has been funded under Title II, AEFLA of WIOA must provide performance data required under <u>Section 116</u> to demonstrate past effectiveness.</li> <li>An eligible provider that has not been previously funded under Title II, AEFLA of WIOA must provide performance data to demonstrate its past effectiveness in serving basic skills deficient eligible individuals, including evidence of its success in achieving outcomes listed under <u>Section 116</u>.</li> </ul>	<p>See page(s) 12.</p> <p><i>SECTION III: GRANT COMPETITION PRE-SCREENING FOR EVIDENCE OF DEMONSTRATED EFFECTIVENESS</i></p>
<b>SECTION IV: AEFLA FUNDING CONSIDERATIONS</b>		
<b>N/A</b>	There are no frequently asked questions relative to this section at this time.	<i>Not applicable</i>
<b>SECTION V: OSSE AFE GRANT REQUIREMENTS</b> <b>The requirements identified in Section V are District-imposed requirements.</b>		
<b>Q4.</b>	<b>Is an eligible applicant required to have an employer partner?</b>	
<b>A4.</b>	<p>Yes. Please refer to the District-imposed requirements that each Program Model for which an applicant applies must include established partnerships with one or more employers whose business aligns with the industry(ies) for which the eligible provider is offering integrated education and training services.</p> <p>Employer partners are expected to:</p> <ul style="list-style-type: none"> <li>Advise the eligible provider regarding the use of industry-related standards and curricula;</li> </ul>	<p>See page(s) 33-35.</p> <p><i>SECTION VII: PROGRAM DESIGN -Program Models</i></p>

	<ul style="list-style-type: none"> <li>• Provide work-based learning and/or employment opportunities to students, including hiring students/graduates;</li> <li>• Facilitate presentations and/or mock interviews; and/or</li> <li>• Engage in other related activities with the eligible provider to prepare students for their desired career path.</li> </ul> <p>See also footnote <sup>5</sup> The requirements detailed in this section are District-imposed.</p>	
<b>Q5.</b>	<b>Is it an allowable expense to use AFE Consolidated Competitive Grant funds to pay employer partners and/or other partners to provide services?</b>	
<b>A5.</b>	<p>Yes. The applicant must explain how the service(s) is connected to the program design and provide a rationale for the expenditure(s). The applicant must also describe how the services contribute to the integrated education and training model and the achievement of student and program level outcomes.</p> <p>The applicant must specify the types of work-based learning opportunities that will be offered to students during and/or upon completion of the program; list the employer partners that will offer work-based learning opportunities to students in the program; and describe the particular competencies that students will need to demonstrate during their work-based learning experience.</p>	<p>See page(s) 33-35. SECTION VII: PROGRAM DESIGN -Program Models</p>
<b>Q6.</b>	<b>Please clarify the OSSE AFE requirement regarding the minimum number of hours of instruction that each eligible individual is expected to receive.</b>	
<b>A6.</b>	<p>For the AFE Consolidated Grant, applicants are expected to design programs that are rigorous and of sufficient intensity and quality to achieve the expected outcomes of the grant. The required length, number of hours, type, and frequency of activities should be determined by program level outcomes and the needs of the target population.</p> <p>For each program model, the eligible provider must offer a minimum of 4 to 6 hours of direct instruction from an instructor per week, and a minimum of 24 hours of instruction (classroom, tutoring, and/or blended learning) per week to students.</p>	<p>See page(s) 25-27. SECTION V: OSSE AFE GRANT REQUIREMENTS See page(s) 33-35. SECTION VII: PROGRAM DESIGN -Program Models</p>
<b>Q7.</b>	<b>The AFE Consolidated Grant Request for Applications (RFA) states that academic instructors are expected to have a degree in education or other related area and two years' experience teaching adults. Please provide examples of subject areas that would be acceptable.</b>	
<b>A7.</b>	<p>Academic instructors may have a baccalaureate and/or graduate degree in the subject area(s) they are teaching. For example, an academic instructor who is teaching language arts may have a degree in English, writing, rhetoric or other related subject area. An academic instructor teaching math may have a degree in mathematics, finance, economics, or other related subject area. An academic instructor teaching social studies may have a degree in history, government, political science or other related subject area.</p>	<p>See page(s) 25. SECTION V: OSSE AFE GRANT REQUIREMENTS</p>
<b>Q8.</b>	<b>Are eligible providers required to have academic instructors who have a Graduate Certificate in Adult Education to submit an application?</b>	

<b>A8.</b>	<p>Academic instructors must have a bachelor's degree in education or other related area and two years' experience teaching adults; however, instructors with a master's degree or Graduate Certificate in Adult Education, Education or other related area and three to five years' experience teaching adults is preferred).</p> <p>To meet the mandates of WIOA, OSSE AFE, in collaboration with the University of the District of Columbia, offers the Graduate Certificate Program in Adult Education to increase teacher effectiveness and facilitate teacher licensure in adult education.</p> <p><b><u>Note that the requirements identified under "OSSE AGE Match Requirement" are District-imposed.</u></b></p>	<p>See page(s) 25. SECTION V: OSSE AFE GRANT REQUIREMENTS</p>
<b>Q9.</b>	<b>Can participant records be maintained solely electronically?</b>	
<b>A9.</b>	<p>No. Federal and State mandates require sub-recipients to maintain evidence of student assessment and progression, documentation of the earning of a certification, and other key information in OSSE's information management system, Literacy, Adult and Community Education System (LACES). Sub-recipients are also required to maintain paper-based copies of key documents (e.g. intake form, Learning Needs Screening Tool, CASAS assessments/profile by competency, student goals sheet) in students' files/records in a locked file cabinet.</p> <p>When the state is monitored by the US Department of Education and other partner agencies, the monitors conduct an on-site monitoring visit which includes a review of paper-based student, programmatic and fiscal files/records as well as electronic records in LACES.</p> <p><b><u>Note that the requirements identified under "OSSE AGE Match Requirement" are District-imposed.</u></b></p>	<p>See page(s) 26. SECTION V: OSSE AFE GRANT REQUIREMENTS</p>
<b>SECTION VI: ELIGIBILITY CRITERIA</b>		
<b>Q10.</b>	<b>Can a Local Education Agency (LEA) use AFE Consolidated Grant funds to serve eligible individuals enrolled in an adult public charter school?</b>	
<b>A10.</b>	<p>An eligible individual is a person who:</p> <ol style="list-style-type: none"> <li>1. Is 18 years of age and older;</li> <li>2. Is a DC resident or ward of DC;</li> <li>3. Is not enrolled <i>or required to be enrolled in secondary school under State law</i>; and</li> <li>4. Has basic skills deficiencies (includes adults with a high school diploma or any other credential but who are determined to have deficiencies by a Comprehensive Adult Student Assessment System (CASAS) pre- and/or post-test; an adult that does not have a secondary school diploma or its recognized equivalent and has not achieved an equivalent level of education based on CASAS; or an adult who is an English language learner).</li> </ol> <p>Local Education Agencies (LEAs), including DC Public Charter Schools and DC Public Schools, <u>may use</u> AFE Consolidated Grant funds to serve eligible individuals 18 years of age and older <u>who are not enrolled or required to be enrolled in a traditional secondary school under District of Columbia law</u>. This means that LEAs that serve eligible</p>	<p>See page(s) 28. SECTION VI: ELIGIBILITY CRITERIA -Eligible Individuals -Eligible Providers</p>

	<p>individuals enrolled in adult public charter schools are eligible to apply. However, it should be noted that AFE Consolidated Grant funding must be used to supplement existing funding and cannot be used to supplant other funding, including funding coming through the Uniform Per Student Funding Formula.</p> <p>No one under age 18 may receive services funded by this grant. Local Educational Agencies (LEAs) <u>may only use</u> funds associated with this grant to serve students 18 years of age and older who are not enrolled <i>or required to be enrolled in traditional secondary school under State law</i>. Funds associated with the AFE Consolidated Grant <u>may not</u> be used to serve students in the traditional K-12 system. DCPS and DC Public Charter Schools that serve adults are eligible to apply.</p>	
<b>Q11.</b>	<b>Can AFE Consolidated Grant funds be used to serve students between the ages of 18 and 24 enrolled in DC Public Schools Opportunity Academies (alternative schools)?</b>	
<b>A11.</b>	<p>Yes. Local Education Agencies (LEAs) <u>may use</u> AFE Consolidated Grant funds to serve individuals 18 years of age and older <i>who are not enrolled or required to be enrolled in a traditional secondary school under District of Columbia law</i>. This means that educational programs that provide alternative educational pathways to older youth and adult students ages 18 or over are eligible to apply. However, it should be noted that AFE Consolidated Grant funding must be used to supplement existing funding and cannot be used to supplant other funding, including funding coming through the Uniform Per Student Funding Formula.</p>	<p>See page(s) 29. SECTION VI: ELIGIBILITY CRITERIA -Eligible Individuals -Eligible Providers</p>
<b>Q12.</b>	<b>Please clarify the definition of partnership, consortium and coalition as it relates to eligible applicants.</b>	
<b>A12.</b>	<p>For the AFE Consolidated Grant, the definitions of partnership, consortium and coalition are the following:</p> <p>A <u>partnership</u> is an arrangement where a minimum of two of the entity types listed under Eligible Providers agree to work together to meet the needs of the target population. A partner may provide programmatic and/or supportive services and have a limited role and responsibility in working with the lead applicant to fulfill the grant requirements and achieve the desired outcomes. A partnership can also include an employer who partners with the lead applicant for the purposes of supporting work-based learning, internships, curriculum development, and the hiring of program graduates.</p> <p>A <u>consortium and/or a coalition</u> is an association or group of three or more of the entity types listed under Eligible Providers that pool their resources and have a substantial role and responsibility in working with the lead applicant to fulfill the grant requirements and achieve the desired outcomes. Similar to a partnership, a consortium and/or a coalition can also include one or more employers who partner with the lead applicant for the purposes of supporting work-based learning, internships, curriculum development, and the hiring of program graduates. Please note that for applicants applying as a partnership, coalition or consortium, <u>each</u> member of the consortium must provide performance data to demonstrate effectiveness in the areas listed above. All partnership, coalition or consortium members must be determined to be an eligible provider of demonstrated effectiveness</p>	<p>See page(s) 12 SECTION III: GRANT COMPETITION PRE- SCREENING FOR EVIDENCE OF DEMONSTRATED EFFECTIVENESS See page(s) 28-30. SECTION VI: ELIGIBILITY CRITERIA -Eligible Providers -Partnership, Consortium, and Coalition Guidelines See page(s) 85. APPENDIX – ATTACHMENT B -Definition of Terms</p>

	in order for the partnership's, coalition's or consortium's application to be forwarded to the grant readers for review, scoring and funding consideration.	
<b>Q13.</b>	<b>What kinds of applicants are considered eligible with reference to “any other organization or entity” in the list of Eligible Providers?</b>	
<b>A13.</b>	<p>Under the Workforce Investment Act (WIA) of 1992, the list of eligible providers that could apply for Title II, Adult Education and Family Literacy Act (AEFLA) grant funds was a closed list. This means that only specific entities were eligible to apply for AEFLA grant funds. When AEFLA was reauthorized under the Workforce Innovation and Opportunity Act (WIOA), the list of eligible providers was no longer a closed list.</p> <p>Specifically, the WIOA definition states: The term “eligible provider” means an organization that has demonstrated effectiveness in providing adult education and literacy activities that <u>may</u> include: 1) a local educational agency*; 2) a community-based organization; 3) a faith-based organization; 4) a volunteer literacy organization; 5) an institution of higher education; 6) a library; 7) a public housing authority; 8) a public or private nonprofit organization that is not described above and has the ability to provide adult education and literacy activities to eligible individuals; 9) any other organization or entity; 10) a consortium, of agencies, organizations, institutions, libraries or authorities described above; and 11) a partnership between an employer and an entity described above.</p> <p>The key difference between WIA and WIOA is the phrase “may include”. WIOA allows entities that were not included on the WIA list to apply for AEFLA grant funds, provided that the organization/entity meets the demonstrated effectiveness requirements. Thus, for-profits and DC Government agencies may apply for AEFLA grant funds. However, out-of-state government agencies would not meet the requirement. Regardless, each applicant must describe how its work aligns with the work of the local workforce board(s).</p>	Page reference not applicable.
<b>Q14.</b>	<b>Can a for-profit entity serve as the primary applicant in an AFE Consolidated Grant application?</b>	
<b>A14.</b>	Yes. A for-profit entity could meet the eligible provider criteria of 9. Any other organization or entity.	<p>See page(s) s 29-30.</p> <p>SECTION VI: ELIGIBILITY CRITERIA</p> <p>-Eligible Providers</p> <p>-Partnership, Consortium, and Coalition Guidelines</p>
<b>SECTION VII: PROGRAM DESIGN</b>		
<b>Q15.</b>	<b>Is it an allowable expense to use AFE Consolidated Competitive Grant funds for transportation assistance to students?</b>	
<b>A15.</b>	Yes. Selected applicants are required to link participants to community resources to address their basic needs inclusive of transportation assistance. Eligible providers should also utilize the District of Columbia Adult Learner Transit Subsidy for transportation assistance to participants.	<p>See page(s) 33-35.</p> <p>SECTION VII: PROGRAM DESIGN</p> <p>-Program Models</p>

	Additionally, transportation assistance should be used as incentives for employment attainment, including transportation assistance for the first two to four weeks of employment/receipt of first pay check or incentives for persistence in employment – 2 <sup>nd</sup> and 4 <sup>th</sup> quarter after exit – (e.g. quarterly incentive drawings).	
<b>SECTION VIII: PRE-APPLICATION PROCESS</b>		
<b>Q16.</b>	<b>How do I get a user account in the Enterprise Grants Management System (EGMS)?</b>	
<b>A16.</b>	To get started with the Enterprise Grants Management System, review Section IV: Pre-Application Process in the AFE Consolidated Grant Request for Applications. You may also visit the <a href="#">Enterprise Grants Management System (EGMS) home page(s)</a> for guidance and other helpful information.	See page(s) 37. <i>SECTION VIII: PRE-APPLICATION PROCESS</i> -Register with EGMS -Request EGMS Credentials
<b>Q17.</b>	<b>Which Internet browsers are recommended for use with the Enterprise Grants Management System (EGMS)?</b>	
<b>A17.</b>	The following browsers and versions are recommended for use with EGMS: <ul style="list-style-type: none"> <li>• Internet Explorer version 11.x</li> <li>• Google Chrome version 47.x or higher</li> <li>• Microsoft Edge</li> </ul>	Page reference not applicable. See <a href="http://egmsfe.osse.dc.gov/">http://egmsfe.osse.dc.gov/</a>
<b>SECTION IX: GRANT APPLICATION (ENTERPRISE GRANTS MANAGEMENT SYSTEM)</b>		
<b>Q18.</b>	<b>Can the 25 percent match come from the consortium partners and the lead applicant or only from the lead applicant?</b>	
<b>A18.</b>	The primary/lead applicant is responsible for the 25 percent match requirement. The primary applicant agency/fiscal agent must meet the 25% District-imposed match requirement. See Section IX Grant Application for more information on the District-imposed matching requirement.	See page(s) 10-11. <i>SECTION II: BACKGROUND INFORMATION</i> -Federal Maintenance of Effort and Matching Requirements See page(s) s 29. <i>SECTION VI: ELIGIBILITY CRITERIA</i> -Partnership, Consortium, and Coalition Guidelines
<b>Q19.</b>	<b>What are some examples of how an eligible applicant can fulfill the 25 percent match requirement?</b>	
<b>A19.</b>	OSSE requires eligible providers to meet a 25% match requirement to ensure that eligible providers, if funded, are able to maintain a specific level of fiscal effort. The funding that OSSE provides is designed to supplement the existing funding that an eligible provider has for programming and services. These funds cannot be used to fully support a program. Eligible providers funded under this grant must provide evidence of the twenty-five percent (25%) match from other (non-federal) funding sources for the total amount of the grant funds requested. For example, an	See page 42-43. <i>SECTION IX: APPLICATION PROCESS</i> -OSSE AFE Match Requirement

	<p>organization requesting a total grant of \$250,000 must provide \$62,500 to meet the match requirement or an organization requesting \$500,000 must provide \$125,500 to meet the match requirement. The match requirement may be provided in cash or in-kind, fairly evaluated.</p> <p><b><u>Note that the requirements identified under “OSSE AGE Match Requirement” are District-imposed.</u></b></p> <p>Additionally, please refer to the tab labeled SAMPLE in the AFE Consolidated Competitive Grant Match workbook (Microsoft Excel).</p>	Page reference not applicable.
<b>Q20.</b>	<b>Must an eligible applicant have the entire 25 percent match requirement on hand at the time of submission of the application?</b>	
<b>A20.</b>	<p>In the AFE Consolidated Grant application, the eligible applicant must be able to demonstrate how the 25 percent match requirement is being met <u>at the beginning and throughout the grant period.</u></p> <p>The funding that OSSE provides is designed to supplement the existing funding that an eligible provider has for programming and services. These funds cannot be used to fully support a program. Eligible providers funded under this grant must provide evidence of the twenty-five percent (25%) match from other funding sources for the total amount of the grant funds requested. For example, an organization requesting a total grant of \$250,000 must provide \$62,500 to meet the match requirement or an organization requesting \$550,000 must provide \$137,500 to meet the match requirement. The match requirement may be provided in cash or in-kind, fairly evaluated.</p> <p><b><u>Note that the requirements identified under “OSSE AFE Match Requirement” are District-imposed.</u></b></p> <p>OSSE monitors sub-recipients for evidence of the 25 percent match requirement throughout the grant period.</p>	<p>See page 42-43. SECTION IX: APPLICATION PROCESS -OSSE AFE Match Requirement</p>
<b>Q21.</b>	<b>What documentation is an applicant required to provide as evidence of the required 25 percent match?</b>	
<b>A21.</b>	<p>When submitting the application, the applicant should indicate in the organizational budget which funds will be used to meet the 25 percent match requirement.</p> <p>If awarded, evidence of compliance with the 25 percent match requirement may include payroll statements, timesheets, invoices, copies of checks, accounts payable and other related documentation.</p> <p><b><u>Note that the requirements identified under “OSSE AFE Match Requirement” are District-imposed.</u></b></p> <p>OSSE monitors sub-recipients for compliance with this requirement throughout the grant period.</p>	<p>See page 42-43. SECTION IX: APPLICATION PROCESS -OSSE AFE Match Requirement</p>
<b>SECTION X: GRANT APPLICATION (PAPER-BASED)</b>		
<b>N/A</b>	There are no questions relative to this section at this time.	Not applicable

<u>SECTION XI: REVIEW, SCORING AND SELECTION OF APPLICATIONS</u>		
<b>N/A</b>	There are no questions relative to this section at this time.	<i>Not applicable</i>
<u>SECTION XII: APPLICATION SCORING RUBRIC</u>		
<b>N/A</b>	There are no questions relative to this section at this time.	<i>Not applicable</i>
<u>SECTION XIII: GRANT AWARDS</u>		
<b>Q22.</b>	<b>When are selected applicants expected to begin offering services to eligible individuals?</b>	
<b>A22.</b>	<p>Selected applicants are expected to begin grant planning activities on July 1, 2020.</p> <p>OSSE will provide guidance to selected applicants on the delivery mode(s) (e.g. face-to-face, blended, and/or distance learning) at the time that the grant announcements are made, if applicable.</p>	<p>See page(s) 11.</p> <p><b>SECTION II:</b> <b>BACKGROUND</b> <b>INFORMATION</b> <i>-Available Funding</i></p>