



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)

OSSE AFE Grant Competition Reference Guide v. 2.0
May 2, 2025

The Office of the State Superintendent of Education (OSSE), Adult and Family Education (AFE) has created this reference guide to support eligible providers in completing the Fiscal Year 2025-2026 (FY26) OSSE AFE Consolidated Competitive Grant application. The majority of the questions and answers were created in response to the FY 2020-2021 (FY21) AFE Grant competition where eligible providers were funded to offer Integrated Education & Training (IE&T) services to District residents and are pertinent to the FY26 grant competition. For the FY26 AFE Grant competition, eligible providers will be funded to integrate digital literacy and digital skills training into Integrated Education & Training + Digital literacy and digital skills training (IE&T+D) program models. As such, future references to this work will be reflected via the acronym IE&T+D.

Please note that OSSE AFE has added a Tips section to assist applicants with the FY26 OSSE AFE Grant Budget & Finance Tracker Workbook and the Enterprise Grants Management System (EGMS). Please review these Tips.

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 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.
SECTION II: BACKGROUND INFORMATION	
Q2.	What is the minimum number of customers/students that eligible providers are expected to serve and what is the amount of funding per customer/student?
A2.	Eligible providers are expected to serve 100 to 125 students at a cost of \$5,000 per student. Please note that the AFE Grant allocations may require modifications based on the availability of funding and the number of applicants that are selected.

Q2-a.	Is a small agency able to partner with another agency(ies) to be able to enroll 100 students in eligible programming and share the grant money?
A2-a.	<p>A small agency may partner with another agency and/or submit an FY26 OSSE AFE Consolidated Competitive Grant application as a consortium to meet the enrollment target of 100-125 students. Please see the RFA, Section IV. Eligibility Criteria, Partnership, Consortium, and Coalition Guidelines.</p> <p>All applicants must submit evidence of demonstrated effectiveness and meet OSSE’s acceptable level of performance. Please see SECTION VII: Grant Competition Pre-Screening for Evidence of Demonstrated Effectiveness.</p> <p>Please also refer to Q11, A11, Q12, A12, Q13, A13, Q38, A38, Q44, and A44.</p>
Q3.	Is there a maximum amount of Integrated English Literacy and Civics Education (IELCE) and training funding that an applicant can request?
A3.	OSSE AFE receives an allocation of Section 243, IELCE funding annually as part of its total AEFLA grant award from the US Department of Education (USDE). This funding is divided and awarded to selected applicants to offer IELCE and training.
Q3-a.	Can an eligible applicant only apply for one federal Adult Education and Family Literacy Act (AEFLA) funding stream? If an eligible applicant serves Adult Basic Education (ABE) and English Language Acquisition (ELA) students, can the applicant apply for federal AEFLA 231 and federal AEFLA 243 funds?
A3-a.	<p>While applicants are requested to select <i>*only one</i> AEFLA federal funding type (Section 231, 243 or 225), AFE Local, AFE State, AFE Gateway to Careers and AFE Connect2Tech DC may be used to serve <u>all</u> eligible individuals. (See the Request for Application [RFA] Section 4 -> Eligible Individuals.)</p> <p>Eligible applicants are encouraged to review the Program Models on pages 28-30 and page 56 of the RFA and select the IE&T+D Program Model(s) that best match the applicant’s programming and student demographics.</p> <p><i>*Since FY 2020-2021 (FY21), only one AEFLA federal funding type has been awarded to AFE sub-grantees per the Grant Award Letters and Grant Award Notifications.</i></p>
SECTION III: OSSE AFE PROGRAMS	
Q4.	Should applicants propose to offer IE&T+D programming to District residents in-person (synchronous), online (synchronous), online (asynchronous) or a combination of two or all three of these approaches?
A4.	<p>Applicants should propose to offer IE&T+D programming to District residents using a combination of the two or all three service delivery modes. Per the RFA, selected providers are expected to pilot/offer at least one HyFlex course.</p> <p>Additionally, in the “Other Program Elements” section in the RFA, applicants are required to describe their capacity to deliver blended, distance learning and HyFlex learning to students.</p> <p>Applicants are expected to offer, at minimum, 24 hours of instruction per week, of which at least 4 to 6 hours must be <u>direct instruction</u> such as:</p> <ul style="list-style-type: none"> ○ One-to-one or small group instruction with an academic and/or vocational instructor;

	<ul style="list-style-type: none"> ○ One-to-one or small group instruction with a tutor; ○ Class instruction with an academic and/or vocational instructor (place-based or virtual); ○ Supervised internship, externship, or work-based learning; and/or ○ Blended learning, distance education, and HyFlex learning delivered synchronously and asynchronously. <p>Applicants must complete and submit a Schedule of Program Offerings Workbook that includes a description of each of the classes that will be offered to students, including the program delivery mode(s), as applicable.</p> <p>OSSE AFE will work with sub-grantees to ensure that services are rigorous and of sufficient intensity and quality to achieve the expected outcomes of the grant.</p>
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SECTION IV: ELIGIBILITY CRITERIA

Q5.	Can an LEA use AFE Consolidated Grant funds to serve eligible individuals enrolled in an adult public charter school?
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A5.	<p>An eligible individual is a person who:</p> <ol style="list-style-type: none"> 1. Is age 18 and older; 2. Is a DC resident or ward of DC; 3. Is not enrolled <i>or required to be enrolled in secondary school under state law</i>; and 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 Systems (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 learner). <p>LEAs, including DC public charter schools and DC Public Schools (DCPS), <u>may use</u> AFE Consolidated Grant funds to serve eligible individuals age 18 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 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 (UPSFF).</p> <p>No one under age 18 may receive services funded by this grant. LEAs <u>may only use</u> funds associated with this grant to serve students age 18 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 may not 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>
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Q6.	Can AFE Consolidated Grant funds be used to serve students between ages 18 and 24 enrolled in DC Public Schools Opportunity Academies (alternative schools)?
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A6.	<p>Yes. LEAs <u>may use</u> AFE Consolidated Grant funds to serve individuals age 18 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 age 18 or older 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 UPSFF.</p>
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Q7.	What does OSSE consider to be a disability and what evidence and documentation must be provided for the individual to receive services?
A7.	<p>The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). The term “individuals with disabilities” means more than one individual with a disability.</p> <p>Sec. 12102. Definition of disability</p> <p>As used in this chapter:</p> <p>(1) Disability</p> <p>The term "disability" means, with respect to an individual</p> <p>(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;</p> <p>(B) a record of such an impairment; or</p> <p>(C) being regarded as having such an impairment (as described in paragraph (3)).</p> <p>(2) Major Life Activities</p> <p>(A) In general</p> <p>For purposes of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.</p> <p>(B) Major bodily functions</p> <p>For purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.</p> <p>(3) Regarded as having such an impairment</p> <p>For purposes of paragraph (1)(C):</p> <p>(A) An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.</p> <p>(B) Paragraph (1)(C) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of six months or less.</p> <p>For a student to receive accommodations on standardized tests such as CASAS, the GED, industry recognized certification tests, and other related services, and/or in a college or university, the individual must have a diagnosis of the disability(ies) that has been documented by qualified personnel licensed to make such a diagnosis.</p> <p>See also the DC Department on Disability Services, Rehabilitation Services Administration (DDS RSA) eligibility requirements for District residents to receive DDS RSA services.</p>

Q8.	What are the requirements of an LEA that receives Individuals with Disabilities Education Act (IDEA) and a LEA that does not receive IDEA funding?
A8.	<p>Adult Education DC Public Charter LEAs are advised of the implications for IDEA and free and appropriate public education (FAPE).</p> <p>Adult Education DC Public Charter LEAs</p> <ul style="list-style-type: none"> • Adult education public charter LEAs maintain the choice of whether to accept IDEA funding and, if they do not accept the funds, to not offer FAPE and implement students’ individualized education programs (IEPs). Under IDEA, a student with a disability [34 CFR 300.8(a)(1)] means a student evaluated as having an “intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as “emotional disturbance”), an orthopedic impairment, autism, traumatic brain injury, another health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.” • If an adult education charter LEA does not accept IDEA funding, it is obligated to notify all students younger than age 22 identified with qualifying disabilities under IDEA (as indicated by a previous IDEA eligibility determination) and students younger than age 22 whose assessment results indicate the possibility of a qualifying disability under IDEA that it does not receive IDEA funding and, therefore, does not offer FAPE and implement IEPs. For students ages 18 to 21, OSSE AFE requires that this notice is provided by sending the letter “Notification of your Educational Rights under the Individuals with Disabilities Education Act (IDEA)” to the student. <p><u>Students ages 18-21</u> Adult education charter schools shall inform students ages 18-21 of their right to be referred for an evaluation to determine eligibility under the IDEA. The adult education charter school must notify the student of his or her right to be referred to DCPS, but these students may decline to be referred for evaluation. (See Attachment A.) A referral to the student’s DCPS neighborhood high school for evaluation to determine eligibility under the IDEA does not require that the student un-enroll from their current school.</p> <p><u>Students younger than age 18</u> It is important to note that students <u>must be age 18 older</u> to receive services funded with AFE Grant funds. Therefore, adult education charter schools are required to refer students <u>younger than age 18</u> to DCPS for evaluation. A referral to the student’s DCPS neighborhood high school for evaluation to determine eligibility under the IDEA does not require that the student un-enroll from their current adult school.</p>
Q9.	How flexible are the minimum literacy and numeracy levels for each IE&T+D program model(s)?
A9.	<p>Each eligible provider must make a compelling case and provide a rationalization for the program offering(s) based on Labor Market Information, job projections and other related data as well as established partnerships with relevant employers.</p> <p>Applicants are expected to use Labor Market Information to select a high-demand industry and a program model(s), develop a single set of learning objectives, and design their IE&T+D program(s) so that participants can achieve the student and program level outcomes and obtain a job in the high-demand industry.</p> <p>To ensure that students can achieve the student and program level outcomes, applicants need to backwards map from the occupation to the minimum literacy and numeracy skills needed to enter the IE&T+D program.</p>

	<p>Applicants may partner or design one or more IE&T+D programs that together form a career pathway to occupations in the District’s high-demand sectors.</p> <p>For example, to prepare students for a career pathway in construction, a provider may offer an Integrated Adult Basic Education program for adult learners at grade level equivalents 1-5 to acquire the literacy, numeracy and workforce preparation skills needed to transition to an Integrated Adult Secondary Education program that prepares students to enter the construction field as Construction Trades Helpers.</p>
Q10.	Are students who are enrolled in an OSSE AFE-funded IE&T+D program allowed to apply for financial aid?
A10.	<p>When students are dually enrolled in adult education and a postsecondary education and/or transition from adult education to a postsecondary education institution, students are encouraged to apply for the Mayor’s Scholars Undergraduate Program and/or other scholarships, in addition to applying for Free Application for Federal Student Aid (FAFSA), if needed and/or as appropriate to achieve their postsecondary education goals.</p> <p>OSSE AFE is working with key DC partners to develop dual enrollment opportunities for adult learners.</p>
Q11.	Please clarify the definition of partnership, consortium and coalition as it relates to eligible applicants.
A11.	<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.</p> <p>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 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.</p>
Q12.	What kinds of applicants are considered eligible with reference to “any other organization or entity” in the list of Eligible Providers?
A12.	<p>Under the Workforce Investment Act (WIA) of 1992, the list of eligible providers that could apply for Title II, 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 may include: 1) an LEA*;</p>

	<p>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>
Q13.	Can a for-profit entity serve as the primary applicant in an AFE Consolidated Grant application?
A13.	Yes. A for-profit entity could meet the eligible provider criteria in the RFA in Section IV: Eligibility Criteria, Eligible Providers, #9. Any other organization or entity.
Q14.	Which IE&T+D providers are required to obtain licensure from the DC Higher Education Licensure Commission (HELC) and why?
A14.	<p>OSSE providers that are implementing IE&T+D Program Models must be licensed by <u>HELC</u> in accordance with 5A DCMR Chapters 80-83, as applicable, to offer the workforce training component of their IE&T+D Program Models at a distance and/or via place-based services if the sub-grantee offers a workforce training program leading to an industry-recognized certification.</p> <p>As such, applicants that are selected as OSSE AFE sub-grantees, for whom this is applicable, are required to apply for and seek licensure from HELC, and to maintain HELC licensure during their tenure as an OSSE AFE sub-grantee. Additionally, applicants who are current OSSE AFE sub-grantees who are licensed to offer place-based workforce training services must complete and submit an amendment to their application seeking approval to offer workforce training services at a distance. If an applicant is part of a partnership or consortium for the purposes of this RFA, all partners or consortium members who are providing “workforce training” toward the industry-recognized certification must be licensed by the HELC, while those partners who are not engaging in postsecondary educational activities are not required to be licensed. If there is any question regarding whether a partner is required to be licensed by the HELC, the entity should contact the HELC directly for official guidance.</p> <p>HELC does not currently require public charter schools, which have a charter in effect pursuant to the District of Columbia School Reform Act of 1995 (DC Official Code §38-1800.01, et seq.), to obtain licensure.</p> <p>OSSE may consider failure to obtain and maintain HELC licensure as non-compliance with the grant terms and conditions and a factor in its determination to provide continuation funding.</p>
Q15.	Is it permissible to use OSSE AFE grant funds to pay the HELC provisional, renewal and amendment fees?
A15.	Yes. OSSE AFE grant funds may be used to pay the HELC provisional, renewal and amendment licensing fees, but only with certain funding sources.

	<p>Applicants may include HELC fees in the OSSE AFE Consolidated Competitive Grant budget and detailed planned expenditures. In order to seek reimbursement, applicants must budget expenditures for HELC fees on the AFE local budget.</p> <p>Please refer to the HELC Fee Schedule on the HELIC page(s) on the OSSE website.</p>
Q16.	How will OSSE AFE sub-grantees that are licensed by the HELC handle future grant modification requests?
A16.	<p>OSSE AFE sub-grantees must follow the AFE process to request approval for fiscal and programmatic grant modifications and submit an OSSE AFE Grant Modification Request Form with related documents, as applicable. The OSSE AFE Grant Modification Requests are reviewed by the AFE monitor and approved/rejected by the state director. OSSE AFE sub-grantees are informed of the OSSE AFE Grant Modification Request process at the grant orientation and monitoring check-in sessions.</p> <p>Additionally, if an OSSE AFE sub-grantee makes a grant modification request to change the workforce training component of its IE&T+D program model, the sub-grantee will also need to submit a HELIC request for program amendment process. The HELC amendment review and approval process takes approximately 60-90 days and each amendment costs \$300.00.</p> <p>AFE and HELC will work collaboratively to provide support and guidance consistent with applicable laws, regulations and policies to AFE sub-grantees.</p>
<p>SECTION V: OSSE AFE GRANT REQUIREMENTS The requirements identified in Section V are District-imposed requirements.</p>	
Q17.	Is an eligible applicant required to have an employer partner?
A17.	<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 IE&T services.</p> <p>Employer partners are expected to:</p> <ul style="list-style-type: none"> • Advise the eligible provider regarding the use of industry-related standards and curricula; • Provide work-based learning and/or employment opportunities to students, including hiring students/graduates; • Facilitate presentations and/or mock interviews; and/or • Engage in other related activities with the eligible provider to prepare students for their desired career path. <p><i>The requirements detailed in this section of the RFA are District-imposed.</i></p>
Q18.	Is it an allowable expense to use AFE Consolidated Competitive Grant funds to pay employer partners and/or other partners to provide services?
A18.	<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>

Q19.	Please clarify the OSSE AFE requirement regarding the minimum number of hours of instruction that each eligible individual is expected to receive.
A19.	<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>Please refer to the RFA for additional details.</p>
Q20.	How do AFE sub-grantees maintain attendance records, including reporting the required 24 hours of instruction?
A20.	<p>AFE sub-grantees enter attendance data in OSSE’s management information system, Literacy, Adult and Community Education System (LACES) in accordance with the DC Assessment Policy for WIOA, Title II Providers and Core Partners 5.0, DC Distance Education Policy for WIOA, Title II Providers and Partners and the DC Data Collection and Reporting Policy for WIOA, Title II Providers on the OSSE AFE website at Adult Education Providers and Partners osse. These policies include guidance on how to report student instructional hours in LACES.</p> <p>Additionally, OSSE AFE sub-grantees are required to participate in LACES professional development workshops and monthly LACES check-in webinars. The OSSE AFE team also monitor, on a monthly basis, sub-grantees’ adherence to the state’s reporting requirements, inclusive of student attendance.</p>
Q21.	Are agencies that are selected as awardees required to use the OSSE AFE management information system?
A21.	<p>Yes. OSSE AFE providers are required to collect, enter, maintain and update student, staff and program data in LACES and My Journey DC (formerly the DC Data Vault).</p> <p>If an eligible provider is required to use another management information system for other grantors, the agency will need to conduct data entry in LACES if selected as an OSSE AFE sub-grantee.</p>
Q22.	The AFE Consolidated Grant 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.
A22.	<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>Additionally, vocational instructors/trainers must have the industry-recognized certification, credential, or professional license for which they are providing instruction and at least two years’ experience working in the targeted industry and/or teaching adults. (Career awareness and exploration activities may be facilitated by individuals who are not vocational instructors/trainers.)</p>

Q23.	Are eligible providers required to have academic instructors who have a Graduate Certificate in Adult Education to submit an application?
A23.	<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>
Q24.	Can participant records be maintained solely electronically?
A24.	<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, LACES. Sub-grantees 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 USED 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>
Q25.	Is the collection of students’ Social Security Numbers a requirement and are there provisions for students who do not have a Social Security Number?
A25.	<p>Providing Social Security Numbers is optional. However, we strongly encourage providers to secure all students’ Social Security Numbers if they have one as they will be used to obtain wage data from WIOA core partners and the State Wage Interchange System (SWIS) to meet the WIOA core employment outcomes.</p>
Q26.	Is there a certain point in the fiscal year by which the measurable skill gains (MSGs) must be achieved?
A26.	<p>OSSE AFE monitors sub-grantees’ progress, performance and outcomes on a monthly basis by conducting an analysis of local program and student data in LACES, the National Reporting System (NRS) Tables, and other related reports. Applicants are advised to review the OSSE AFE Quarterly and Year-End Reporting Workbook on the OSSE AFE website at Adult Education Providers and Partners osse.</p> <p>The federal reporting period for WIOA, Title II providers is July 1 through June 30. As such, AFE sub-grantees must meet the state’s negotiated performance targets by June 30 each year.</p>
Q26-a.	If an eligible applicant who is currently an FY25 OSSE AFE Consolidated Continuation Grant sub-grantee competes for an FY26 OSSE AFE Grant via the grant competition and is selected, which version of the FY25 OSSE AFE Quarterly and Year-End Reporting Workbook, will these organizations submit since FY25 (July 1, 2024 – June 30, 2025) is still in progress during the May 21, 2025 by 3 p.m. due date for the grant competition?
A26-a.	<p>Please note that the Sample FY25 OSSE AFE Quarterly & Year-End Reporting Workbook was posted on the Adult Education and Family Literacy Act (AEFLA) Grant Competitions, Matching Funds, and Re-Grants as a sample only.</p> <p>Eligible applicants are not required to complete nor submit the Sample FY25 OSSE AFE Quarterly and Year-End Reporting Workbook as part of their FY26 OSSE AFE Consolidated Competitive Grant submission.</p>

	If applicable, please also see SECTION VII: PRE-SCREENING FOR EVIDENCE OF DEMONSTRATED EFFECTIVENESS regarding the submission of FY 2022-2023 (FY23) and FY 2023-2024 (FY24) performance and outcome data as evidence of demonstrated effectiveness.
SECTION VI: PROGRAM DESIGN	
Q27.	Is it an allowable expense to use AFE Grant funds for transportation assistance to students?
A27.	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. 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 paycheck or incentives for persistence in employment – second and fourth quarters after exit – (e.g., quarterly incentive drawings).
Q28.	The RFA says that eligible providers must design and implement program models that align with the District of Columbia’s WIOA Unified State Plan. Which DC WIOA State Plan should an applicant reference?
A28.	OSSE AFE recommends that eligible providers reference the DC WIOA Unified State Plan 2024-2027 on the WIC’s website at WIOA State Plan DCWorks . Applicants are advised to review the goals in the State Strategy section (pages 65-77) and the Adult Education and Family Literacy Program Activities and Assurances (pages 167-184).
Q28-a.	Is there a requirement for the number of program offerings to be submitted or does the applicant determine the number of program offerings?
A28-a.	No. Each applicant determines the number of IE&T+D program offerings, depending on the applicant’s expertise, industry partners, employer partners, and ability to deliver the IE&T+D program and identify work-based learning opportunities for students. In the FY26 OSSE AFE Consolidated Competitive Grant - SECTION X. BLANK PAPER-BASED APPLICATION, each applicant, with demonstrated effectiveness, may complete Section B. Program Design, Questions 2 through 11 for up to five IE&T Program Offerings. See pages 6-45 (Program Offering 1, Program Offering 2, Program Offering 3, Program Offering 4 and Program Offering 5).
Q28-b.	Do we really have to offer a HyFlex learning option and budget for Action Research Distance Learning (ARDL) hardware, software, and supplies/materials in our budget?
A28-b.	Yes. All OSSE AFE sub-grantees are required to participate in the ARDL and offer a HyFlex Learning option (at least one class) for students). OSSE AFE, with its professional development partners the University of the District of Columbia and the IDEAL Consortium at World Education, will provide professional development and technical assistance for the ARDL Project and HyFlex implementation. Please review the Sample AFE Local Budget in the FY26 OSSE AFE Grant Budget & Finance Tracker Workbook, looking at each of the Budget Categories –100-Salaries & Benefits, 300-Professional Services, 600-Supplies & Materials, 700-Fixed Property Costs and 800-Other Objects—for sample types of expenditures of contractors, hardware, software, infrastructure/internet services, and student incentives that would support the ARDL Project and HyFlex implementation.

SECTION VII: PRE-SCREENING FOR EVIDENCE OF DEMONSTRATED EFFECTIVENESS

Q29.	What is the origin of the demonstrated effectiveness screening?
A29.	<p>The provision requiring state education agencies to select providers of demonstrated effectiveness is stated in the WIOA, Title II Adult Education and Literacy, Sec. 203 Definitions – (5) Eligible Provider.</p> <ul style="list-style-type: none"> 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. <p>An eligible provider must also provide information regarding its outcomes for participants related to employment, attainment of a secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.</p>
Q30.	How must an eligible provider establish that it has evidence of demonstrated effectiveness?
A30.	<p>There are two ways in which an eligible provider may meet the requirements of demonstrated effectiveness:</p> <ul style="list-style-type: none"> 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. 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>.
Q31.	How does an applicant determine which of the Evidence of Demonstrated Effectiveness Tables it should complete and submit?
A31.	<p>Table 1 - Demonstrated Effectiveness for Applicants Previously Funded under AEFLA should be completed using National Reporting System (NRS) data by applicants that received AEFLA grant funds from OSSE AFE in Fiscal Years 2022-2023 (FY23) and 2023-2024 (FY24) and are applying for grant funds in this current competition.</p> <p>Table 2 - Demonstrated Effectiveness for Applicants that have not been previously funded under AEFLA should be completed by applicants that <u>have not</u> been previously funded by OSSE AFE who are applying for AEFLA grant funds in this competition.</p> <p>Please review and complete Table 1 and Table 2 carefully and provide two full years (FY 2022-2023 and FY 2023-2024) of performance and outcome data as evidence of demonstrated effectiveness as specified.</p> <p>The federal fiscal year (FY) is from July 1, 2024 – June 30, 2025. As such, FY25 performance and outcome data will not be completed at the time of the FY26 AFE Grant Competition due date of May 21, 2025 and will not be considered.</p>

Q32. For applicants previously funded under AEFLA, which fields on NRS Table 4 should be used to complete Table 1: Demonstrated Effectiveness for Applicants Previously Funded under AEFLA?

A32. Applicants previously funded under AEFLA are advised to complete Table 1: Demonstrated Effectiveness for Applicants Previously Funded under AEFLA in accordance with the annotations below.

Measurable Skill Gains (MSG) Outcomes (NRS Table 4)	2022-23			2023-24		
	Number Enrolled	Number Achieving Outcome	Percent Achieving Outcome	Number Enrolled	Number Achieving Outcome	Percent Achieving Outcome
ABE Level 1: Beginning Literacy	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ABE Level 2: Beginning Basic Education	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ABE Level 3: Intermediate Low	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ABE Level 4: Intermediate High	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ABE Level 5: Low ASE	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ABE Level 6: High ASE	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ESL Level 1: Beginning Literacy	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ESL Level 2: Beginning Low	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ESL Level 3: Beginning High	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ESL Level 4: Intermediate Low	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O
ESL Level 5: Intermediate High	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O	NRS Table 4-Column K	NRS Table 4-Total of Columns L+M+N	NRS Table 4-Column O

	ESL Level 6: Advanced	<i>NRS Table 4- Column K</i>	<i>NRS Table 4- Total of Columns L+M+N</i>	<i>NRS Table 4- Column O</i>	<i>NRS Table 4- Column K</i>	<i>NRS Table 4- Total of Columns L+M+N</i>	<i>NRS Table 4- Column O</i>
	TOTAL(S)						
Q33.	How does an applicant, completing Table 2: Demonstrated Effectiveness for Applicants who has not been previously funded under AEFLA, determine the Grade Level Equivalent (GLE) of BEST, CASAS, TABE or other assessments?						
A33.	<p>Applicants who have not previously been funded under AEFLA <u>and have CASAS assessment data</u> should use the CASAS Correlation Charts in the DC Assessment Policy for Workforce Innovation and Opportunity Act (WIOA), Title II Providers and Core Partners 5.0 on the OSSE AFE website at Adult Education Providers and Partners for a crosswalk of NRS levels, CASAS scale score ranges, and GLEs to determine the correct GLE with which to report data in Table 2: Demonstrated Effectiveness for Applicants not previously funded under AEFLA. Applicants that use CASAS eTests can use TOPSpro Enterprise to generate the data for the Grade Level Equivalent Outcomes section of the Table 2 chart. Additionally, the CASAS website has a number of TopsPro Enterprise Sample Reports and CASAS TechSupport can be reached Monday – Friday 7 a.m. – 5 p.m. Pacific Time (PT) by email at techsupport@casas.org or by calling 1-800-255-1036, extension 2.</p> <p>Applicants that have not previously been funded under AEFLA and <u>do not have CASAS assessment data</u> should consult the vendor of their assessment for a correlation chart that includes grade level equivalents in order to correlate their assessment data into the GLEs shown in Table 2 of demonstrated effectiveness. For example, if an applicant administers Tests of Adult Basic Education (TABE) to adult learners for whom English is their first language, the applicant may use scoring/GLE guidance from TABE Customer Support for students for whom English is their first language or another reference document from the test publisher. Similarly, if an applicant administers BEST Plus tests to students for whom English is their second language (ESL), the applicant may use scoring/GLE guidance from the BEST Plus - Center for Applied Linguistics (CAL) or other reference document from the test publisher.</p>						
Q34.	Can applicants demonstrate past effectiveness by submitting postsecondary credential attainment completion rates in addition to, or in lieu of, attainment of a secondary diploma/equivalent, employment outcomes, and transition to postsecondary education and training?						
A34.	<p>Applicants that have not been previously funded under AEFLA and do not have NRS data should complete Table 2: Demonstrated Effectiveness for Applicants that have not been previously funded under AEFLA with the data that they have. If the eligible provider is applying as a partnership, consortium or coalition, the applicant should also submit evidence of demonstrated effectiveness for the partner(s).</p> <p>While applicants may submit additional data, WIOA requires that OSSE AFE evaluate applicants’ evidence of demonstrated effectiveness in the content domains of reading, writing, mathematics and English Language Acquisition (ELA) as well as for the outcomes of employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.</p> <p>For this reason, applicants <u>may not</u> substitute other outcome data for the performance indicators identified in the tables of demonstrated effectiveness.</p>						

Q35. How should applicants use NRS Table 5 to complete the Employment Outcomes section of Table 1: Demonstrated Effectiveness for Applicants Previously Funded under AEFLA?

A35. Applicants previously funded under AEFLA should enter data in the Employment Outcomes section by using NRS Table 5.

Employment Outcomes	2022-23			2023-24		
	Number Exited	Number Achieving Outcome or Median Earnings Value	Percent Achieving Outcome	Number Exited	Number Achieving Outcome or Median Earnings Value	Percent Achieving Outcome
Employed in the second quarter after exiting the program	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>NRS Table 5-Column G</i>	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>NRS Table 5-Column G</i>
Employed in the fourth quarter after exiting the program	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>NRS Table 5-Column G</i>	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>NRS Table 5-Column G</i>
Median Earnings second quarter after exiting the program	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>N/A</i>	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>N/A</i>
TOTAL(S)						

Q36. How should applicants use NRS Table 5 to complete the Credential Attainment Outcomes section of Table 1: Demonstrated Effectiveness for Applicants Previously Funded under AEFLA?

A36. Applicants previously funded under AEFLA are advised to complete Table 1: Demonstrated Effectiveness for Applicants Previously Funded under AEFLA in accordance with the annotations below.

Credential Attainment Outcomes	2022-23			2023-24		
	Number Exited	Number Achieving Outcome	Percent Achieving Outcome	Number Exited	Number Achieving Outcome	Percent Achieving Outcome
Attained a Recognized Secondary (High School Diploma – GED/NEDP) or Postsecondary (Training/Education) Credential (Unduplicated)	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>NRS Table 5-Column G</i>	<i>NRS Table 5-Column E</i>	<i>NRS Table 5-Column F</i>	<i>NRS Table 5-Column G</i>
TOTAL(S)						

Q37.	When submitting the Evidence of Demonstrated Effectiveness, what should eligible providers who have less than two years of data on the core performance outcomes submit?
A37.	<p>An applicant with less than the required two years (e.g., 2022-23 and 2023-24) of data of evidence of demonstrated effectiveness in the Core Follow-up Outcome Achievement performance indicators may submit an application, recognizing that it is possible that the application may not be forwarded to the Grant Review Panel.</p> <p>An applicant with less than the required two years of outcome data should consider partnering with an organization(s) that has two or more years of core outcome data showing demonstrated effectiveness.</p>
Q38.	Please describe OSSE’s process for determining which applications, based on Evidence of Demonstrated Effectiveness, will be forwarded to the grant review panel?
A38.	<p>OSSE AFE will pre-screen each application to determine whether the applicant meets OSSE’s acceptable level of performance prior to forwarding the application to the grant readers for review, scoring and funding consideration.</p> <p>Please note that for applicants applying as a partnership, coalition or consortium, each member of the consortium must provide performance data to demonstrate effectiveness in the content domains of reading, writing, mathematics and ELA as well as for the outcomes of employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.</p> <p>OSSE AFE will review the Evidence of Demonstrated Effectiveness table(s) submitted by each applicant and the applicable evidence and enter the data from the table into a matrix that compares the applicant’s performance with the state’s acceptable level of performance. Applications that meet the state’s acceptable threshold will be forwarded to the grant readers.</p> <p>OSSE AFE will maintain complete records of the eligibility pre-screening review. Records will include a list of all applications received, documents used to determine if an application is from an eligible provider of demonstrated effectiveness, and notifications to applicants informing them of the status of the application.</p>
Q38-a.	How would OSSE like the evidence of demonstrated effectiveness to be submitted? Should eligible applicants submit NRS data reports, graphs, and/or charts?
A38-a.	<p>Each eligible applicant must complete the Applicant Background Information chart and the applicable table of demonstrated effectiveness, either Table 1: Demonstrated Effectiveness Outcome Data from Applicants Currently/Previously Funded under the AEFLA or Table 2: Demonstrated Effectiveness Outcome Data from New Applicants for applicants who have not been previously funded under AEFLA and do not have NRS data for the two most recent Program Years (PYs) for which the applicant provider, and any program partners identified in your grant application, rendered services to DC residents.</p> <p>Whether an eligible applicant completes Table 1 or Table 2 for Demonstrated Effectiveness Outcome Data, supporting documentation for outcome data reported below <u>must be</u> uploaded/submitted in OSSE’s EGMS. For eligible applicants who are completing Table 1 for Demonstrated Effectiveness Outcome Data, supporting documentation from FY 2022-2023 (FY23) and FY 2023-2024 (FY24) may consist of NRS Tables, LACES reports, graphs, and charts, as applicable. For eligible applicants who are completing Table 2 for Demonstrated Effectiveness Outcome Data, supporting documentation from FY 2022-2023 (FY23) and FY 2023-2024 (FY24) may consist of quantitative and qualitative student outcome data, statistical reports, graphs, and charts, as applicable.</p>

	Whether an eligible applicant is completing Table 1 or Table 2 for Demonstrated Effectiveness Outcome Data, please submit aggregated data only as supporting documentation; <u>do not</u> submit any student personally identifiable information (PII).
SECTION VIII: PRE-APPLICATION PROCESS	
Q39.	How do I get a user account in EGMS?
A39.	To get started with EGMS, review Section VIII: Pre-Application Process in the AFE Consolidated Grant Request for Applications. You may also visit the OSSE website for guidance and other helpful information.
Q40.	Which internet browsers are recommended for use with EGMS?
A40.	The following browsers and versions are recommended for use with EGMS: <ul style="list-style-type: none"> • Internet Explorer version 11.x • Google Chrome version 47.x or higher • Microsoft Edge
Q41.	If an applicant’s Central Data in EGMS was approved in FY25, does it need to be updated?
A41.	EGMS users must update their Central Data in the new fiscal year, for the fiscal year in which the grant is to be implemented, or if/when any of the information has changed or expired. Applicants are encouraged to check their System Award Management (SAM) expiration date as this must be updated annually in Central Data.
Q42.	Do the Certificate of Clean Hands and Certificate of Good Standing need to be submitted to OSSE by a specific date?
A42.	Applicants must obtain and submit a Certificate of Clean Hands <u>and</u> a Certificate of Good Standing prior to completing and submitting an AFE Consolidated Competitive Grant Application in EGMS. Please note the application due date is 3 p.m., May 21, 2025. See the RFA (page 46). <div style="background-color: #FFD700; padding: 5px; margin-top: 10px;">Obtain/Upload/Submit a Clean Hands Certificate</div> <ul style="list-style-type: none"> • Obtain a Clean Hands Certificate from the District of Columbia Office of Tax and Revenue (OTR) verifying that the applicant is current and shall remain current on the payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers’ Compensation premiums, using the following link otr.cfo.dc.gov/page/certificate-clean-hands. • Check the box – 5. Compliance with Tax and Other Payments. • Upload/submit the Clean Hands Certificate in Central Data on the Certifications Tab. <div style="background-color: #FFD700; padding: 5px; margin-top: 10px;">Obtain/Upload/Submit a Good Standing Certificate</div> <ul style="list-style-type: none"> • Obtain a Good Standing Certificate from the District of Columbia Department of Licensing and Consumer Protection (DCLCP) verifying that the applicant (registered domestic entity or registered foreign entity) meets the regulatory requirements of the DCLCPs, using the following link . • Check the Box – 6. Acknowledgement of Accuracy. • Upload/submit the Good Standing Certificate in Central Data on the Certifications Tab.

Q42-a.	How recent does the Certificate of Clean Hands and Certificate of Good Standing need to be?
A42-a.	<p>When submitting a grant application in DC, a current Certificate of Clean Hands <u>and</u> Certificate of Good Standing (dated within 90 days prior to the application date) must be submitted. Grants will not be disbursed to businesses that do not provide a Certificate of Clean Hands and Certificate of Good Standing.</p> <p>Please also see Q42. and A42.</p>
SECTION IX: APPLICATION PROCESS (ENTERPRISE GRANTS MANAGEMENT SYSTEM)	
Q43.	When will the FY26 Adult and Family Education (AFE) Consolidated Competitive Grant be released in EGMS?
A43.	<p>The FY26 AFE Consolidated Competitive Grant was released in EGMS on Wednesday, April 30, 2025.</p> <p>Eligible providers that intend to submit an application are encouraged to register with EGMS, request EGMS credentials, complete Central Data, and obtain a Data Universal Numbering System (DUNS), SAM expiration date, Clean Hands Certificate, and Good Standing Certificate as soon as possible.</p> <p>For technical assistance, log in to EGMS and click on the words that say “Click to Create EGMS Support Ticket” which will create an EGMS Support Ticket. EGMS technical assistance is available Monday through Friday from 9 a.m. to 4 p.m. and is closed on District and federal holidays.</p>
Q44.	Can the 25 percent match come from the consortium partners and the lead applicant or only from the lead applicant?
A44.	The primary/lead applicant is responsible for the 25 percent match requirement. The primary applicant agency/fiscal agent must meet the 25 percent District-imposed match requirement. See Section IV: Eligibility Criteria and Section IX: Application Process for more information on the District-imposed matching requirement.
Q45.	What are some examples of how an eligible applicant can fulfill the 25 percent match requirement?
A45.	<p>OSSE requires eligible providers to meet a 25 percent 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. OSSE AFE funds cannot be used to fully support a program.</p> <p>Eligible providers funded under this grant must provide evidence of the 25 percent match from other (non-federal) funding sources for the total amount of the grant funds requested. For example, an organization requesting \$510,000 must provide \$127,500 to meet the match requirement. The match requirement may be provided in cash or in-kind, fairly evaluated.</p> <p>Additionally, please refer to the tab labeled SAMPLE Match in the FY26 OSSE AFE Budget and Finance Tracker workbook for cash and in-kind examples of how an eligible provider can fulfill the match requirement.</p> <p><i>Note that the requirements identified under “OSSE AFE Match Requirement” are District-imposed.</i></p>
Q46.	Must an eligible applicant have the entire 25 percent match requirement on hand at the time of submission of the application?
A46.	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>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 25 percent match from other funding sources for the total amount of the grant funds requested. For example, an organization requesting a total grant of \$510,000 must provide \$127,500 to meet the match requirement. The match requirement may be provided in cash or in-kind, fairly evaluated.</p> <p>OSSE monitors sub-recipients for evidence of the 25 percent match requirement throughout the grant period.</p> <p><i>Note that the requirements identified under “OSSE AFE Match Requirement” are District-imposed.</i></p>
Q47.	What documentation is an applicant required to provide as evidence of the required 25 percent match?
A47.	<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>OSSE monitors sub-recipients for compliance with this requirement throughout the grant period.</p> <p><i>Note that the requirements identified under “OSSE AFE Match Requirement” are District-imposed.</i></p>
Q48.	Can an LEA use funds from the UPSFF for the non-federal match requirement?
A48.	Yes. An LEA may use local funds from the UPSFF to meet the required 25 percent non-federal match. The requirements identified under OSSE AFE Match Requirement are District-imposed.
Q49.	How does an applicant determine the amount of OSSE AFE Consolidated Competitive Grant funds to budget on each tab of the OSSE AFE Consolidated Competitive Grant Budget Workbook?
A49.	<p>After determining the AEFLA Program Model (<u>one</u> of the following: AEFLA Federal Section 231, 225, or 243) for which the applicant wishes to apply, please reference the FY26 OSSE AFE Budget and Finance Tracker workbook to develop the budget. Please refer to the AFE Grant Type table in the upper lefthand corner of each budget worksheet (Rows 10-20, Columns B-G) to develop the applicable budget.</p> <p>Please note that the AFE Grant allocations may require modifications based on the availability of funding and the number of applicants selected.</p>
SECTION X: GRANT APPLICATION (PAPER-BASED)	
Q50.	In the Project Information section, criterion 5b and 5c refer to difficulties or deficiencies in the past 24 months, if applicable, in providing sufficient fiscal, human, and material resources needed to support the program. Is OSSE expecting applicants to describe the continuous improvement plans for the organization?
A50.	Applicants previously funded under AEFLA should describe any difficulties or deficiencies in providing the fiscal, human and material resources needed to support the organization’s IE&T+D program(s) in the past 24 months and how the difficulty or deficiency was managed or resolved to maintain the program offerings, if applicable.

	Applicants that have not been previously funded by OSSE AFE should describe any difficulties or deficiencies the organization has had in the past 24 months providing the fiscal, human and material resources needed to support the program(s) for which data was submitted for the organization’s evidence of demonstrated effectiveness and how the difficulty or deficiency was managed or resolved to maintain the program offerings, if applicable.
Q51.	Please provide guidance on the difference between program offerings and the schedule of program offerings.
A51.	<p>Program offering(s) refers to the IE&T+D program offering that the applicant is proposing.</p> <p>In addition to describing the IE&T+D program offering(s), applicants must complete the Schedule of Program Offerings Workbook (Excel) which includes the actual schedule (dates, times, location(s), instructor’s name) of the classes, information/orientation sessions, training, workshops, work-based learning opportunities and other related activities that make up the IE&T+D schedule. Applicants must complete the Schedule of Program Offerings Workbook and upload it in EGMS.</p>
Q52.	What should an applicant enter in the Schedule of Program Offerings Workbook if the program schedule has not yet been determined?
A52.	Eligible applicants are expected to have a Schedule of Program Offerings Workbook submitted with the application by the application due date. If some information in the Schedule of Program Offerings is tentative or pending, the applicant may enter “to be determined” or TBD. Please note that the grant period begins July 1, 2025. As such, awardees will need a Schedule of Program Offerings that can be implemented in accordance with the grant requirements.
Q53.	In the Program Design section of the paper-based grant application, the criteria for the Single Set of Integrated Learning Objectives references (6a) adult education and literacy content, (6c) digital literacy and digital skills content standards, (6e) workforce preparation activities, and (6g) workforce training competencies. In order to earn the maximum 8 points available for the single set of integrated learning objectives, are applicants expected to address the content, activities and competencies for each criterion?
A53.	No. Applicants are not required to address the content, activities <u>and</u> competencies for <u>each</u> criterion under the Single Set of Integrated Learning Objectives. Applicants may earn the full 8 points by responding to each criterion as written. As such, the applicant should describe the adult education and literacy content in 6a, the digital literacy and digital skills training content standards in 6c, the workforce preparation activities in 6e, and the workforce training competencies in 6g, as well as responding to the other criteria for this section.
Q54.	What is the expected duration of each IE&T+D program?
A54.	<p>Eligible providers are expected to design IE&T+D programs in career pathways for the length of time needed for students to make measurable skills gains and achieve student level and program level outcomes identified in the single set of learning objectives. The duration of each IE&T+D program varies according to the occupational requirements and student entry requirements.</p> <p>Eligible providers must determine the duration of each IE&T+D program by backwards mapping from the occupation in the high-demand industry for which students are being prepared to the minimum literacy and numeracy levels set by the applicant for entry into the IE&T+D program.</p> <p>Applicants are advised to reference O*NET to identify the knowledge, skills, and abilities as well as the practicum hours and certifications, if applicable, that are needed for the selected occupation(s).</p>

Q55.	Does OSSE provide laptops for students in addition to the AFE Consolidated Competitive Grant funds that are awarded?
A55.	No. OSSE AFE does not purchase laptops for adult students. However, sub-grantees may purchase the supplies and materials that students need to achieve the IE&T+D program outcomes, including HyFlex Learning and Northstar Digital Literacy implementation. As such, computers (e.g., laptops, desktops, Chromebooks, and tablets) are an allowable expenditure and applicants may include these items in the AFE Consolidated Competitive Grant Budget (Excel) and in the Detailed Planned Expenditures in EGMS.
<u>SECTION XI: REVIEW, SCORING AND SELECTION OF APPLICATIONS</u>	
N/A	There have not been any questions submitted relative to this section.
<u>SECTION XII: APPLICATION SCORING RUBRIC</u>	
Q56.	What is the process for each applicant to receive their scores and the Grant Review Panel’s comments?
A56.	Each applicant may access their scores and Grant Review Panel’s comments in EGMS after the grant competition and scoring have been completed and Grant Award Letters have been issued. For technical assistance, log in to EGMS and click on the words that say “Click to Create EGMS Support Ticket” which will create an EGMS Support Ticket. EGMS technical assistance is available Monday through Friday from 9 a.m. to 4 p.m. and is closed on District and federal holidays.
<u>SECTION XIII: GRANT AWARDS</u>	
Q57.	When are selected applicants expected to begin offering services to eligible individuals?
A57.	Selected applicants are expected to begin grant planning activities on July 1, 2025.
Q58.	When can selected applicants submit cost reimbursement requests (CRRs) for the period of July 1, 2025 – Sept. 30, 2025?
A58.	Based on the number of selected applicants and the total amount of funding to be awarded, applicants may be required to submit a budget modification. Once the budget modification, if applicable, has been approved, selected applicants may draw down OSSE AFE Grant funds beginning July 1, 2025, and may submit CRRs for the period of July 1, 2025 – Sept. 30, 2025 beginning on Oct. 1, 2025. Please note that selected applicants must expend \$70,000 in FY25 AFE Local funding by Sept. 30, 2025. These FY25 funds expire on Sept. 30, 2025, and do not carry over into FY26.
Q59.	If a selected applicant was an OSSE AFE sub-grantee in FY25 how should the July 2025 staff who are handling FY24 closeout be budgeted? Should they stay on the FY25 OSSE AFE Grant budget or be shifted to the FY26 OSSE AFE Grant Budget?
A59.	Once the FY26 grant awards have been made, OSSE AFE staff will work with all selected applicants on their FY26 budgets. In doing so, OSSE AFE staff will work with FY25 sub-grantees who are selected as FY26 sub-grantees on the July 2025 expenditures to ensure that FY25 and FY26 grant funds are drawn down.
Q59-a.	Please clarify the period and number of years for OSSE AFE Consolidated Grant Continuation funding after the FY26 initial year of funding.

<p>A59-a.</p>	<p>Please refer to the Available Funding section on page 10 which state the following: OSSE expects to award multiyear funding to up to ten eligible providers of demonstrated effectiveness to serve 100 to 125 students each (up to 1,000 students annually) at a cost of \$500,000-\$680,000 per year, with a per customer amount of \$5,000 - \$6,800. Grant awards will be for one year (July 1, 2025 through June 30, 2026). Based on sub-grantee performance, student outcomes, and the availability of funding, providers may be eligible to receive continuation funding for up to four additional years:</p> <ul style="list-style-type: none"> • July 1, 2026 – June 30, 2027, • July 1, 2027 – June 30, 2028, and • July 1, 2028 – June 30, 2029.
<p>TIPS FOR COMPLETING THE FY26 OSSE AFE GRANT BUDGET & FINANCE TRACKER WORKBOOK</p>	
<p>Q60.</p>	<p>Please provide guidance on how to determine the budget for the period of July 1, 2025 – Sept. 30, 2025 as new sub-grantees will be planning to be ready for full implementation in fall 2025.</p>
<p>A60.</p>	<p>Sub-grantees must be sure to expend \$70,000 in FY25 AFE Local funding during Quarter 1 (July 1, 2025 – Sept. 30, 2025) of the 15-month grant cycle. These FY25 funds expire on Sept. 30, 2025 and do not carry over into FY26.</p> <p>Funding may be used for salaries and benefits, professional services, equipment, supplies and materials and other objects. Sub-grantees should ensure that students and staff have the supplies and technology that they need to effectively implement the IE&T+D program and HyFlex learning.</p>
<p>Q61.</p>	<p>Please clarify the differences between the 12-month period and the 15-month period in the <u>FY26 OSSE AFE Grant Budget & Finance Tracker Workbook</u> and when the calculation should be based on 12 months and when the calculation should be based on 15 months.</p>
<p>A61.</p>	<p>Eligible applicants are encouraged to be mindful of the need to develop a 15-month AFE local budget for the period of July 1, 2025 – Sept. 30, 2026 and to look at the formulas in Columns O, P, and Q of the FY26 OSSE AFE Grant Budget & Finance Tracker Workbook, particularly as it relates to Salaries & Benefits.</p> <p>In each Budget worksheet, in the 100-Salaries & Benefits Budget Category:</p> <ul style="list-style-type: none"> • Column G-Base Salary refers to the staff person’s annual 12-month base salary and • Column H-FTE refers to Full Time Equivalency and the amount of time, based on 100 percent, that the staff person spends on the activities described on that row of the budget. <p>Please also see the Tab 6. 12 vs. 15-Month Budget Worksheet which is included to help eligible applicants plan their budget for 15 months.</p>
<p>Q62.</p>	<p>Why is the agency name dropdown menu blank on the worksheets throughout the FY26 Budget and Finance Tracker Workbook?</p>
<p>A62.</p>	<p>The agency name dropdown menu is blank on every worksheet in the FY 26 Budget and Finance Tracker Workbook because of the grant competition. Once the FY26 sub-grantees are selected, OSSE AFE we will update the data validation to include the names of the FY26 sub-grantees in the applicable fields in the workbook.</p> <p>In the interim, please enter your agency name in the applicable fields and properly name/title your workbook in accordance with the naming convention provided on the Instructions tab.</p>

TIPS FOR SUBMITTING AN OSSE AFE CONSOLIDATED COMPETITIVE GRANT IN EGMS

Q63.	Because EGMS has limitations in the file names that may impact the ability to upload a file in EGMS, what are all of the unallowable characters that <u>should not</u> be in the file name?
A63.	As stated on page 46 of the RFA, please avoid using special characters (including periods “.”) when naming the document. It is best to name the document with alphanumeric characters and possibly a dash or underscore.