

2020 New State Directors Training

The Basics of AEFLA Grants Management

December 7-15, 2020

■ All times listed are Eastern

Workshop Goals

- Enhance new state directors' knowledge of program requirements, including key provisions of the Adult Education and Family Literacy Act (AEFLA) and federal regulations, including Uniform Guidance, applicable to formula grants.
- Provide new state directors with the resources and tools needed to effectively manage day-to-day state-level adult education operations consistent with federal law and regulations.
- Foster networking among new directors in similar circumstances.

Monday, December 7th—Fundamentals of AEFLA and Federal Grants Policy

11:00 AM – 11:15 AM **Welcome and Opening Remarks**

Scott Stump, Assistant Secretary, Office of Career, Technical, and Adult Education

11:15 AM – 11:30 AM **Welcome from DAEL Director**

Cheryl Keenan, Director, Division of Adult Education and Literacy

11:30 AM – 12:30 PM **The Workforce Innovation and Opportunity Act (WIOA): Understanding the Basics and Unpacking the Statute and Regulations**

This session will provide a foundational understanding of the Workforce Innovation and Opportunity Act (WIOA), including its purpose and structure, and critical elements of AEFLA, title II of WIOA. This session will also provide a broad overview of the statutory and regulatory framework of AEFLA, including WIOA, the joint regulations, the AEFLA-specific regulations, the Education Department General Administrative Regulations (EDGAR), the Uniform Guidance, and other types of guidance.

Target audience: This session is intended for all attendees.

Karla Ver Bryck Block, Branch Chief, Monitoring and Administration Branch

Lisa Harris, Program Attorney, Office of the General Counsel

12:30 PM – 12:45 PM **Break**

12:45 PM – 1:45 PM

Creating and Implementing a Vision: State Plans Under WIOA

This session will introduce or provide a refresher on the requirements of the State Plan required by WIOA. The session will provide information on the required elements of a State Plan, how to use the State Plan to advance your state's vision under WIOA, and what states may consider in the development of a high-quality State Plan. The session will also provide information about the State Plan modification process and updates to title II elements. Information about accessing and using the State Plan portal will be disseminated.

Target audience: *This session is intended for state directors as well as staff who have a role in developing the state plan.*

Sharon Harrington, Area Coordinator, Monitoring and Administration Branch

1:45 PM – 2:00 PM

Break

2:00 PM – 3:00 PM

WIOA Partnerships and the American Job Center Network

WIOA creates opportunities for partnering across multiple programs to better serve job seekers and employers through the American Job Center (AJC) network. This session will provide a basic understanding of the AJC network, as well as how partnerships and services must be addressed in the AJC network, particularly as it relates to AEFLA program requirements.

Target audience: *This session is intended for all attendees.*

Kathy Killian, Area Coordinator, Monitoring and Administration Branch

3:00 PM – 3:10 PM

Daily Wrap-Up/Preview of Tuesday/Evaluations

Karla Ver Bryck Block, Branch Chief, Monitoring and Administration Branch

Tuesday, December 8th—Monitoring

11:00 AM – 11:10 AM

Today's Objectives

Karla Ver Bryck Block, Branch Chief, Monitoring and Administration Branch

11:10 AM – 12:45 PM

Funding Local Programs: Running an AEFLA Competition Under WIOA

This session will lay the groundwork for states on the provisions and processes for competing and awarding AEFLA funds. The session will cover how the competition for local providers can be designed to address a state's vision and goals, using the competition as a strategic driver. The session will cover drafting a Request for Proposals (RFP), highlighting basic content requirements; review key processes for selecting, preparing, and managing qualified reviewers; and review tips for handling common administrative functions such as reviewing budgets, conducting risk analyses, and awarding funds.

Target audience: *This session is intended for state directors as well as staff who have a role in the state's AEFLA competition process.*

Stephanie Washington, Area Coordinator, Monitoring and Administration Branch

Karla Ver Bryck Block, Branch Chief, Monitoring and Administration Branch

12:45 PM – 1:00 PM

Break

1:00 PM – 2:00 PM **Monitoring Local Providers**

This session will provide an overview of the state's monitoring requirements of local providers found in WIOA and regulations, including requirements for sub-recipient monitoring in the Uniform Guidance. The presentation will identify the areas states need to monitor to meet the requirements. The discussion will include different ways to monitor and tools and resources that are available.

Target audience: *This session is intended for state directors as well as staff who have monitoring duties.*

Sharon Harrington, Area Coordinator, Monitoring and Administration Branch

2:00 PM – 2:15 PM **Break**

2:15 PM – 3:15 PM **DAEL's Monitoring Process**

This session will provide an overview of the Office of Career, Technical, and Adult Education (OCTAE)'s state monitoring and technical assistance review process. The session will demonstrate connections between compliance, state policymaking, and the WIOA State Plan. Participants will learn the basic process the Division of Adult Education and Literacy (DAEL) uses when monitoring states and what to expect during a monitoring visit.

Target audience: *This session is intended for state directors as well as staff who have monitoring duties.*

Chuenée Boston, Area Coordinator, Monitoring and Administration Branch

Sheryl Hart, State Director, Arizona

Maureen Whelan, State Director, Delaware

3:15 PM – 3:25 PM **Daily Wrap-Up/Preview of Thursday/Evaluations**

Karla Ver Bryck Block, Branch Chief, Monitoring and Administration Branch

Thursday, December 10th—Performance Accountability

11:00 AM – 11:10 AM **Today's Objectives**

Jay LeMaster, Branch Chief, Accountability Branch

11:10 AM – 12:30 PM **National Reporting System (NRS) for Adult Education: Performance Accountability**

This session will provide an overview of the development of an accountability system for adult education and explain how OCTAE has implemented the provisions of WIOA through the National Reporting System. Participants will receive an overview of the joint and title-specific WIOA primary indicators of performance and reporting data elements. This session will emphasize key points in developing and maintaining a strong accountability system.

Target audience: *This session is intended for state directors and other state staff who have a role in collecting and reporting performance accountability data, training local programs on the provisions of the NRS, or monitoring local programs for compliance with WIOA performance accountability requirements.*

Jay LeMaster, Branch Chief, Accountability Branch

Alan Tucker, Management and Program Analyst, Accountability Branch

12:30 PM – 12:45 PM **Break**

12:45 PM – 1:45 PM **National Reporting System for Adult Education: Data Quality**

This session will provide an overview of the Data Quality Checklist. Participants will complete a self-assessment of the current state of adult education data quality in their states and participate in discussions yielding a deeper understanding of data quality standards and possible areas for attention in the future.

Target audience: *This session is intended for state directors and other state staff who have a role in collecting and reporting performance accountability data, training local programs on the provisions of the NRS, or monitoring local programs for compliance with WIOA performance accountability requirements.*

Alan Tucker, Management and Program Analyst, Accountability Branch

1:45 PM – 2:00 PM **Break**

2:00 PM – 3:00 PM **Levels of Performance: Purpose and Process**

Participants will learn about performance targets and their purpose, and understand the factors used in the negotiation process. The session will also include information about the sanction provisions in WIOA.

Target audience: *This session is intended for state directors and other state staff who have a role in the performance negotiations process, including setting performance targets with local programs.*

Karla Ver Bryck Block, Branch Chief, Monitoring and Administration Branch

Jay LeMaster, Branch Chief, Accountability Branch

3:00 PM – 3:10 PM **Daily Wrap-Up/Preview of Monday/Evaluations**

Jay LeMaster, Branch Chief, Accountability Branch

Monday, December 14th—Fiscal Responsibility

11:00 AM – 11:10 AM **Today's Objectives**

11:10 AM – 12:45 PM **Understanding the AEFLA State Director's Fiscal Responsibilities**

This session will provide the information every state director needs to maintain state fiscal accountability. The relationship of core legal authorities—WIOA (including AEFLA), EDGAR, and Uniform Guidance—will be used to guide participants through the process of fiscal accountability. Participants will learn what steps to take upon receiving the grant award notice from the federal government, approaches to budgeting and accounting for the state's funds, and how to review and monitor sub-recipient grant budgets and expenditures.

Target audience: *This session is intended for state directors and other state staff who have a role in budgeting AEFLA grant funds, making grant allocations, collecting and reporting fiscal data on the annual federal financial reports, or monitoring local programs for fiscal compliance.*

Jay LeMaster, Branch Chief, Accountability Branch

12:45 PM – 1:00 PM **Break**

1:00 PM – 2:00 PM **Federal Financial Reporting for AEFLA Grants**

Participants will learn how to accurately report state expenditures using the Federal Financial Report (FFR). Staff will use a sample FFR to explain the FFR form content and describe analytical checks state directors can perform to ensure that their reports are accurate and meet statutory matching and spending requirements. Participants will work in small groups to identify potential compliance concerns.

Target audience: *This session is intended for state directors and other state staff who have a role reporting fiscal data on the annual federal financial reports.*

Sarah Yager, *Management and Program Analyst, Accountability Branch*

2:00 PM – 2:10 PM **Daily Wrap-Up/Preview of Tuesday/Evaluations**

Jay LeMaster, *Branch Chief, Accountability Branch*

Tuesday, December 15th—Leadership Activities and Peer Advice

11:00 AM – 11:10 AM **Today's Objectives**

Karla Ver Bryck Block, *Branch Chief, Monitoring and Administration Branch*

11:10 AM – 12:00 PM **Section 223 State Leadership: Are You Ready to Lead?**

This session will highlight how state leadership funds can support strategic initiatives in the state and include statutory requirements that must be followed in expending funds.

Target audience: *This session is intended for state directors and staff who have a role in implementing state leadership activities.*

Kathy Killian, *Area Coordinator, Monitoring and Administration Branch*

12:00 PM – 12:15 PM **Break**

12:15 PM – 1:15 PM **States Perspectives Panel**

This session will provide an opportunity for participants to hear from three state directors about their experiences on the job, lessons learned, and tips for success, including how to build and maintain strong partnerships.

Target audience: *This session is intended for state directors.*

Kathy Killian, *Area Coordinator, Monitoring and Administration Branch*

Danielle Ongart, *Director of Adult Education, Colorado*

Marilyn Pitzulo, *Associate Chief Workforce Strategy & Design, Indiana*

David Walters, *State Director of Adult Education, Special Projects, & System Initiatives, Alabama*

1:15 PM – 1:45 PM **Break**

1:45 PM – 2:45 PM

Section 242 National Leadership Activities: Technical Assistance Opportunities for States

This session will provide a brief overview of the on-going and upcoming technical assistance opportunities for states. The U. S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE), Division of Adult Education and Literacy funds initiatives to advance adult education and to improve teacher quality. These initiatives help adults acquire the basic skills necessary to function in today's society – skills that allow them to complete secondary school, engage fully in family life, attain citizenship, and participate in job training and retraining programs. The Division is responsible for ensuring the continuous improvement of these initiatives.

Target audience: *This session is intended for all attendees.*

MODERATOR: **Travis Combs**, *Branch Chief, Applied Innovations and Improvement Branch*

Carolyn Lampila, *Education Program Specialist*

Katie Chase, *Education Program Specialist*

Joseph Perez, *Management and Program Analyst*

Ronna Spacone, *Education Program Specialist*

Domminick McParland, *Education Program Specialist*

Mary Jo Maralit, *Education Program Specialist*

2:45 PM – 2:55 PM

Wrap-Up/Evaluations/Goodbyes

Cheryl Keenan, *Director, Division of Adult Education and Literacy*
