

Applicant: _____ **Date:** _____

Reviewer: _____

Program Effectiveness in Serving Basic Skills Deficient Eligible Individuals						____/30
Consideration 1A: The degree to which the eligible provider will be responsive to- (A) Regional needs as identified in the local workforce development plan;		Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate:						
<ul style="list-style-type: none"> •Documentation of demographics by county with source; •Description of identified needs of the county population as described in the local plan and any other source(s); •Evidence of program's ability to the meet the identified needs. 						
1. What are the demographics of the chosen service area by county? Name source		0 1 2 3	4 5 6	7 8 9	10	
2. What are the identified needs of the county population?		0 1 2 3	4 5 6	7 8 9	10	
3. How will the applicant meet the identified needs?		0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments:						

Program Effectiveness		____/55			
Consideration 1B: The degree to which the eligible provider will be responsive to- (B) Serving individuals in the community who are identified in such plan; and (i) who have low levels of literacy; or (ii) who are English language learners.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate:					
<ul style="list-style-type: none"> •Evidence of a recruitment and retention plan with specific methods and tools named; •Evidence of addressing student below 9.0 with specific mention of allowable activities and how it meets the population needs; •Evidence of addressing the specific needs of English language learners. 					
1. Describe the allowable activities and/or required activities that will be included in the applicant's program. Include the scope and organization.	0 1 2 3 4	5 6 7 8 9	10 11 12 13	14 15	
2. How will the applicant recruit and retain eligible students? Name specific methods and tools.	0 1 2 3	4 5 6	7 8 9	10	
3. Describe how the project will serve individuals in the community most in need of literacy services, including individuals who are low-income or have minimal literacy skills.	0 1 2 3	4 5 6	7 8 9	10	
4. Describe how these services will be designed and delivered.	0 1 2 3	4 5 6	7 8 9	10	
5. How will the applicant address the needs of English language learners? Name the specific allowable activities that will be used to meet those needs.	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments:					

Demonstrated Effectiveness		____/55			
Consideration 3: The past effectiveness of an eligible provider in improving the literacy of eligible individuals, especially those individuals who have low levels of literacy, and the degree to which those improvements contribute to the eligible agency meeting its State-adjusted levels of performance for the primary indicators of performance as described in §677.155.		Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)
<p>Application should demonstrate:</p> <ul style="list-style-type: none"> • Explanation of past performance goals and meeting goals; and • Evidence of students' educational gains, including quantitative and qualitative, as applicable; and • Explanation of how gains were measured, including any relevant evidence; and • Explanation of data management to ensure reliability and validity. 					
1. What were the applicant's past performance goals? How were those goals met? Identify weaknesses and strengths for improvement of those goals.	0 1 2 3	4 5 6	7 8 9	10	
2. How were students' gains measured? Include assessments used, procedures for assessments, etc. What percentage of applicant's students has made educational gains?	0 1 2 3	4 5 6	7 8 9	10	
3. What were the outcomes for participants related to 1) employment; 2) attainment of secondary school diploma or its recognized equivalent, and 3) transition to postsecondary education and training for the last three to five years? Please be specific and include the number of participants in the cohort and the number and percentage achieving the outcome.	0 1 2 3 4 5 6 7	8 9 10 11 12	13 14 15 16 17	18 19 20	
4. How were the applicant's past performance measure goals collected and maintained to ensure reliability and validity?	0	1 2	3 4	5	
5. How will the eligible provider meet the core indicators of performance levels that are listed on page xvii for PYs 2017-2018 and 2018-2019? What steps will be taken to meet benchmark requirements should there be deficiencies in meeting any one category?	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments:					

Quality Program		____/25			
Consideration 5A: Whether the eligible provider's program-- (A) Is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate: <ul style="list-style-type: none"> • Description of how the activities are based on rigorous research and of sufficient intensity and duration so that participants achieve substantial learning gains; and • A completed chart showing the program will be of sufficient intensity and quality. 					
1. Describe how the applicant's program is of sufficient intensity and duration and the activities are based on the most rigorous research available to ensure the participants achieve substantial learning gains.	0 1 2 3	4 5 6	7 8 9	10	
2. Chart	0	1 2	3 4	5	
3. How will the applicant implement managed enrollment classes to ensure student educational progress and effective instruction? Note: 75% of classes must be managed enrollment.	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments: 					

Quality Program		_____/20			
Consideration 5B: Whether the eligible provider's program-- (B) Uses instructional practices that include the essential components of reading instruction.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate: <ul style="list-style-type: none"> • Description of instructional practices; and • Evidence of practices including essential components of reading instruction; and • Evidence of contextualized instruction to ensure that individuals have the skills needed to be competitive in the workforce and exercise the rights & responsibilities of citizenship. 					
1. What instructional practices will the applicant employ?	0	1 2	3 4	5	
2. How do these practices include the essential components of reading instruction?	0	1 2	3 4	5	
3. How will instructional practice provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and to exercise the rights and responsibilities of citizenship? Provide examples.	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments: 					

Integrating Technology into the Curriculum		____/25			
Consideration 7: Whether the eligible provider’s activities effectively use technology, services and delivery systems, including distance education, in a manner sufficient to increase the amount and quality learning, and how such technology, services, and systems lead to improved performance	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
<p>Application should demonstrate:</p> <ul style="list-style-type: none"> • Evidence of how the program will incorporate technology into instruction and • Evidence of how the program will measure the progress of students' digital literacy skills; and • Evidence of how the program will implement distance learning. 					
1. How will the applicant support and ensure the integration of technology into class instruction, including software, equipment, and any other technology?	0 1 2 3	4 5 6	7 8 9	10	
2. How will the applicant measure progress of students' digital literacy? How often will the applicant measure progress of students' digital literacy?	0	1 2	3 4	5	
3. How will the applicant implement a distance learning program? How will the applicant staff the distance learning program?	0 1 2 3	4 5 6	7 8 9	10	
<p>Reviewer Comments:</p> 					

Contextualized Learning and Transitioning Students		____/55			
Consideration 8: Whether the eligible provider’s activities provide learning in context, including through integrated education and training, so that the individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate: <ul style="list-style-type: none"> • Description of allowable activities the program will provide; and • Evidence of how the program will address employability skills aligned with the local area needs; and • Evidence of how the program will transition students into unsubsidized employment and post secondary education and training; and • Evidence of how the program will incorporate integrated educational and training (IET); and • Evidence of how the program will incorporate financial literacy. 					
1. How will the applicant address employability skills that align with local needs?	0 1 2 3	4 5 6	7 8 9	10	
2. How will the applicant transition students to unsubsidized employment? Include partnerships for each county in the service area.	0 1 2 3	4 5 6	7 8 9	10	
3. How will the applicant transition students to postsecondary education and training? Include partnerships for each county in the service area.	0 1 2 3	4 5 6	7 8 9	10	
4. How will the applicant address integrated education and training (IET*)? How will career pathways be determined and utilized? Include partnership for each county in the service area.	0 1 2 3 4	5 6 7 8 9	10 11 12 13	14 15	
5. How will the applicant integrate financial literacy into instruction of all students, include topics and subjects included? How often will the applicant measure progress of students' financial literacy?	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments:					

Staff Qualifications and Professional Development		____/40			
Consideration 9: Whether the eligible provider’s activities are delivered by instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate:					
<ul style="list-style-type: none"> • Complete list of job duties, responsibilities and qualifications for each position and staff/faculty in each position; and • Evidence of high quality professional development for each staff/faculty member; and • Evidence the recent professional development of staff/faculty; and • Evidence of how the applicant will ensure staff is knowledgeable about adult education instruction, policies, procedures, and priorities. 					
1. What are the duties, responsibilities, and qualifications of each position?	0	1 2	3 4	5	
2. What is the applicant’s process of ensuring each staff/faculty member completes high quality professional development?	0 1 2 3	4 5 6	7 8 9	10	
3. Describe recent professional development activities staff members have participated in within the last two years. What was the impact of the professional development activity on the staff and/or program?	0 1 2 3	4 5 6	7 8 9	10	
4. Describe how the applicant will provide staff development to ensure staff are knowledgeable about adult education instruction, policies, procedures, and priorities. What methods of communication with staff will be used and how often?	0 1 2 3 4	5 6 7 8 9	10 11 12 13	14 15	
Reviewer Comments:					

Community Resources and Local Partnerships		____/40			
Consideration 10: Whether the eligible provider coordinates with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, Local Workforce Development Boards (LWDBs), one-stop centers, job training programs, and social service agencies, business, industry, community-based organizations, and intermediaries, in the development of career pathways.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate: <ul style="list-style-type: none"> • Evidence of coordination with local resources and agencies, LWDB, and the one-stop center; and • Evidence of partnerships with postsecondary institutions; and • Evidence of partnerships with local business & industry; and • Explanation of how the applicant will contribute to the cost of the one-stop center's infrastructure. 					
1. How will the applicant coordinate with local resources to develop partnerships? Name specific coordinated agencies and services. Please include partnerships for each county in the service area.	0 1 2 3	4 5 6	7 8 9	10	
2. How will the applicant coordinate with the local one-stop center? Name specific coordinated agencies and services.	0 1 2 3	4 5 6	7 8 9	10	
3. How will the applicant coordinate with the local business and industry? Name specific coordinated services.	0 1 2 3	4 5 6	7 8 9	10	
4. How will the applicant participate in the funding infrastructure of the one-stop?	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments: 					

Local Support Services for Students		_____/45			
Consideration 11: Whether the eligible provider’s activities offer the flexible schedules and coordination with Federal, State, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate:					
<ul style="list-style-type: none"> • Evidence the program address the needs of individuals with disabilities and/or special needs; • Evidence the program will implement the American with Disabilities Act of 1990. • Evidence the program coordinates with States, Federal and local support services. 					
1. How will the applicant address the needs of individuals with disabilities and/or other special needs?	0	1 2	3 4	5	
2. How will student needs be determined? How will the applicant coordinate support services to address the needs of the local population? Provide specific examples.	0 1 2 3	4 5 6	7 8 9	10	
3. How will the applicant provide activities and an instructional schedule that show flexibility in meeting the needs of students?	0 1 2 3	4 5 6	7 8 9	10	
4. How will the applicant utilize a Career Development Facilitator (CDF) to assist students with career planning and in identifying career pathways based on local needs, interests, and aptitude?	0 1 2 3	4 5 6	7 8 9	10	
5. How will the applicant identify and resolve barriers to program completion?	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments:					

Data Management		____/25									
Consideration 12: Whether the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with §666.100) and to monitor program performance.		Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)						
Application should demonstrate: <ul style="list-style-type: none"> • Procedure for data collection and data entry; and • Procedure for timely reporting; and • Evidence the program ensures data validity and quality; and • Description of how data will be used to improve performance and recruitment & retention of students. 											
1. How does the applicant ensure the validity of data? Include a description of the data collection and data entry process.	0	1	2	3	4	5	6	7	8	9	10
2. The state requires the timely entry of data and completion of quarterly reports using data. Describe how the applicant will ensure adherence.	0	1	2	3	4	5					
3. How will the applicant use the data to improve performance as well as to increase recruitment and retention efforts?	0	1	2	3	4	5	6	7	8	9	10
Reviewer Comments:											

Alignment with the Local WDBs		____/55			
Alignment with local plans (WIOA, Sec. 463.21): Describe how the applicant will align with the Local Workforce Development Board (LWDB) plan.		Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)
Application should demonstrate: <ul style="list-style-type: none"> • Evidence of the alignment of the local plan; and • Description of the identified region and priorities; and • Evidence of the alignment of activities, services, and regional needs with the LWDB; and • Evidence of the promotion of concurrent enrollment with partners; and • Description of shared cost activities and resources for the costs; and 					
1. Describe how the proposed program plans to align with the LWDB regarding employment, training, education and supportive services that are needed by adult education students.		0 1 2 3	4 5 6	7 8 9	10
2. Identify the region where services will be offered and the priorities of the LWDB		0 1 2 3	4 5 6	7 8 9	10
3. Describe the alignment between the applicant's proposed activities, services, and the regional needs identified in the LWDB proposed local plan.		0 1 2 3 4	5 6 7 8 9	10 11 12 13	14 15
4. Describe how the proposed project will promote concurrent enrollment and methods of referral for coordinating partner services with the LWDB.		0 1 2 3	4 5 6	7 8 9	10
5. Provide specific details about shared cost activities and the resources used to support those costs (example: AEFLA funds cover the cost of the full-time adult education teacher and local board covers the cost of the classroom facility).		0 1 2 3	4 5 6	7 8 9	10
Reviewer Comments: 					

Budget Narrative		_____/40			
Please describe in detail how funds will be used to implement the project. For each grant funds (ABE, GAE, D&E, C/I (if applicable), and IEL/CE (if applicable)), include a composite budget for all counties in the service area, a budget narrative for each county, and a composite line item budget page containing all grants (ABE, GAE, D&E, C/I (if applicable), and IEL/CE (if applicable)).		Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)
Application should demonstrate: <input type="checkbox"/> Costs that are reasonable and necessary; and <input type="checkbox"/> Every budget line item accounted for in the budget narrative.					
1. Describe how funds will be spent consistent with Title II requirements. Include the activity(ies) that will be provided and how funds will be allocated.	0 1 2 3 4 5 6 7	8 9 10 11 12	13 14 15 16 17	18 19 20	
2. Provide a proposed budget page and a detailed narrative describing the costs of administration, instruction (instructors, paraprofessionals, instructional text and software), Maintenance and Operation (Rent, Utilities Custodial Services, etc....), and Other Support Services (Equipment, Conference Travel, etc..) as well as a line item budget for each grant.	0 1 2 3	4 5 6	7 8 9	10	
3. Explain how the costs of the proposed project (as presented in the attached budget and budget narrative) are reasonable and the budget sufficient to implement the proposed activities.	0 1 2 3	4 5 6	7 8 9	10	
Reviewer Comments:					

C/I Funding (If Applicable)		___/45			
Provide a detailed narrative explaining how C/I funds will be used to raise the reading, math, and/or language arts education level of adults in correctional or institutional settings who function below the 9.0 grade level.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)	
Application should demonstrate: <ul style="list-style-type: none"> Evidence of experience and effective delivery of instruction in correctional or institutional settings. Budget and Budget Narrative.. 					
If the applicant is applying for both Correctional/Institution (C/I) grant and an AEFLA grant, complete this section <i>in addition to</i> all other sections of the AEFLA application. If applying for C/I only, complete this section in addition to the Budget Page and Narrative.					
1. How will the program deliver instruction to raise the educational levels in reading, math, and/or language arts of adults in correctional or institutional settings functioning below the 9.0 grade level? Include the intensity (hours of instruction per week) and duration (weeks of instruction per year) of C/I instruction.	0 1 2 3	4 5 6	7 8 9	10	
2. How will C/I funds supplement—not supplant—program funds?	0 1 2 3	4 5 6	7 8 9	10	
3. Which of the activities (described in the consideration) will the applicant participate in? Provide details of specific activities the program will deliver.	0 1 2 3	4 5 6	7 8 9	10	
4. Describe the program’s past success with learners enrolled in correctional or institutional settings. How are participants selected? First- time applicants describe how your program will measure success in providing C/I services and activities.	0 1 2 3 4	5 6 7 8 9	10 11 12 13	14 15	
Reviewer Comments: 					

IEL/CE (If Applicable)	____/50			
Provide a detailed narrative explaining how IEL/CE funds will be used to provide an integrated program of English language learning, civics education, and integrated education & training.	Inadequate (information not provided)	Minimal (requires additional clarification)	Adequate (clear and fairly complete)	Excellent (concise and thoroughly developed)
<p>Application should demonstrate:</p> <ul style="list-style-type: none"> • IEL/CE curriculum that incorporates English language instruction, civics education (civic participation, U.S. History, U.S. Government, and preparation for naturalization); • Access to an integrated education and training program. • Budget and Budget Narrative.. 				
<p>If the applicant is applying for both an Integrated English Literacy and Civics Education (IEL/CE) grant and an AEFLA grant, complete this section <i>in addition to</i> all other sections of the AEFLA application. If applying for IEL/CE only, complete this section in addition to the Budget Page and Narrative.</p>				
1. How will the program deliver content and activities as described through effective practices that enable ELLs to increase their English language proficiency in combination with civics education and workforce training, including an IET, in order to better understand and navigate governmental, educational, and workplace systems and key American institutions, including preparation for unsubsidized employment leading to economic self-sufficiency?	0 2 4 6 7 8 10 12	13 14 15 16 17	18 19 20 21 22	23 24 25
2. How will the eligible provider co-enroll participants in IET that is provided within the local or regional workforce development area from sources other than Sec. 243?	0 1 2 3	4 5 6	7 8 9	10
3. What is the number of anticipated ELL participants in the IEL/CE program? What is the recruitment plan?	0 1 2 3	4 5 6	7 8 9	10
4. What is the actual or anticipated ELL population growth based on the Department of Labor statistics?	0	1 2	3 4	5
Reviewer Comments:				