



OKLAHOMA
CareerTech

Adult Education & Family Literacy

**2024-2026 REQUEST FOR PROPOSAL
FUNDING APPLICATION**

ADULT EDUCATION AND FAMILY LITERACY

Oklahoma Department of Career and Technology Education
1500 West 7th Avenue
Stillwater, OK 74074

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Applicant Information

Name of Organization/Applicant			
Street Address	City	State	ZIP Code
Executive Officer's Name	Email Address		Phone Number
Grant Writer's Name	Email Address		Phone Number
Primary Point of Contact's Name	Email Address		Phone Number

Introduction

Grant Purpose

The Oklahoma Department of Career & Technology Education Adult Education and Family Literacy (AEFL) Division requests proposals for funding to implement AEFL. The purpose of this grant proposal is to fund programs that:

- (1) Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency.
- (2) Assist adults who are parents or family members to obtain the education and skills that
 - (A) are necessary to becoming full partners in the educational development of their children.
 - (B) lead to sustainable improvements in the economic opportunities for their family.
- (3) Assist adults in attaining a secondary school diploma and in transitioning to postsecondary education and training, including through career pathways.
- (4) Assist immigrants and other individuals who are English language learners in
 - (A) improving their
 - i. reading, writing, speaking and comprehension skills in English.
 - ii. mathematics skills.
 - (B) acquiring an understanding of the American system of government, individual freedom, and the responsibilities of citizenship (AEFLA Section 202).

The 2022-2026 Oklahoma AEFL Request for Proposal for Competitive Projects provides the information and standard forms needed to apply for state and federal funds. This application is only for applicants interested in receiving Adult Education & Family Literacy (WIOA, Section 231; State 731) funding. Applicants interested in Integrated English Literacy & Civics Education (WIOA, Section 243; State 732) or Correctional/Institutional (WIOA, Section 225; State 733) funding are not required to apply for Adult Education & Family Literacy (WIOA, Section 231; State 731) funding. If a current provider is not awarded funding under this RFP, the applicant will no longer qualify as a provider of AEFL services for the state of Oklahoma. In addition, state grant recipients must continue to adhere to all applicable policies and requirements.

Eligible Applicants

Your organization must be considered an eligible provider to receive federal AEFL funding. An *eligible provider* means an organization that has demonstrated effectiveness in providing Adult Education & Family Literacy activities. Effectiveness is demonstrated by providing two years of past performance data that show skills improvement. This is further outlined in *Section One: Determining Eligibility*. According to WIOA Sec. 231(a), providers outside of the state of Oklahoma are not eligible for the grant.

Defined Activities

The eligible provider receiving a grant shall use the funds to establish or operate programs that provide Adult Education & Family Literacy activities, including programs that provide such activities concurrently. Below are the defined activities:

- **Adult Education:** Academic instruction and education services below the postsecondary level that increase an individual's ability to do the following:
 - (A) Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent.
 - (B) Transition to postsecondary education and training.
 - (C) Obtain employment.
- **Adult Education & Family Literacy Activities:** Programs, activities and services that include adult education; literacy; workplace Adult Education & Family Literacy activities; family literacy activities; English language acquisition activities; integrated English literacy and civics education; workforce preparation activities; or integrated education and training.
- **English Language Acquisition Program:** A program of instruction that meets the following criteria:
 - (A) Is designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehending the English language.
 - (B) Leads to attainment of a secondary school diploma or its recognized equivalent, and transition to postsecondary education and training or employment.
- **English Language Learner:** An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language.
- **Family Literacy Activities:** Activities that are of sufficient intensity and quality to make sustainable improvements in the economic prospects for a family, that better enable parents or family members to support their children's learning needs and that integrate all the following activities:
 - (A) Parent or family Adult Education & Family Literacy activities that lead to readiness for postsecondary education or training, career advancement and economic self-sufficiency.
 - (B) Interactive literacy activities between parents or family members and their children.
 - (C) Training for parents or family members regarding how to be the primary teacher for their children and full partners in the education of their children.
 - (D) An age-appropriate education to prepare children for success in school and life experiences.
- **Integrated English Literacy and Civics Education:** Education services provided to adult English language learners, including professionals with degrees and credentials in their native countries, that enable them to achieve competency in the English language and acquire basic and advanced skills needed to function effectively as parents, workers, and citizens of the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation and may include workforce training.
- **Integrated Education and Training:** A service approach that provides Adult Education & Family Literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

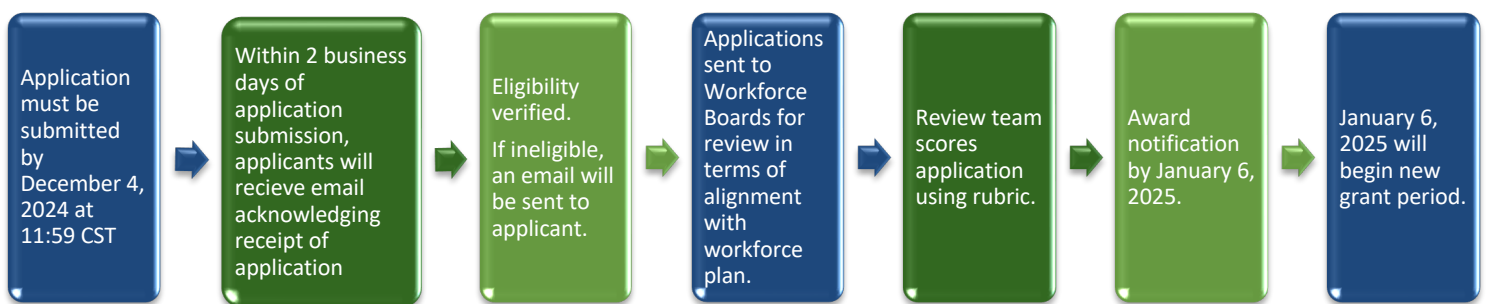
- **Literacy:** An individual's ability to read, write and speak in English, compute, and solve problems at levels of proficiency necessary to function on the job, in the family and in society.
- **Workplace Adult Education & Family Literacy Activities:** Adult Education & Family Literacy activities that are offered by an eligible provider in collaboration with an employer or employee organization at a workplace or an off-site location and that are designed to improve the productivity of the workforce.
- **Workforce Preparation Activities:** Activities, programs or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including how to use resources and information, work with others, understand systems and obtain skills necessary for successful transition into and completion of postsecondary education or training or employment.

Grant Period

The grant period will begin on January 1, 2025. The award cycle for all grants will be for two years. Awards will be given for program years 2024-2025 and 2025-2026. Continuation of the award during this two-year cycle will be dependent on the satisfactory implementation of the programs and services outlined under AEFLA.

ODCTE Proposal Submission and Deadlines

FIGURE 1: GRANT APPLICATION PROCESS



Submission Deadline

The application must be completed using this fillable PDF document. Hand-written applications will not be accepted. To submit your application, you must email it to abe@careertech.ok.gov. You may also copy applications to letha.bauter@careertech.ok.gov. **The deadline for the submission is December 4, 2024, at 11:59 P.M. CST.** Any applications submitted after the deadline will **not** be considered.

Once you have submitted your application, you will be notified within two business days of receipt of your application via email. If you do not receive a notification within this time, please email abe@careertech.ok.gov to ensure your application was received.

Review Procedures

ODCTE staff will verify all applications for eligibility. Ineligible applications will not be read or evaluated. Applicants who are deemed ineligible for funding will be notified.

Eligible proposals will be evaluated using a rubric by a committee of ODCTE staff and other individuals with competent knowledge of AEFL. Simultaneously, applications will be submitted to local workforce development area boards who will review applications for consistency and alignment with the local workforce development area board plan. The local workforce development area board will then make recommendations to ODCTE.

Award Notification

The applicants will receive notification regarding grant awards via email no later than January 6, 2024.

Local Application Timeline

Date	Action
October 21, 2024	ODCTE will post 2024-2026 Adult Education & Family Literacy request for proposal funding application and supporting documents to https://oklahoma.gov/careertech/educators/adult-education-and-family-literacy/grant-competitions.html . The same application will be submitted by all applicants.
October 28, 2024	<i>OPTIONAL</i> : Bidders Conference
November 4, 2024	ODCTE begins accepting Adult Education & Family Literacy request for proposal funding applications
December 4, 2024, at 11:59 PM CST	Deadline to submit request for proposal funding application
December 9, 2024 – December 13, 2024	ODCTE conducts a review of the applications, conducts a pre-award risk assessment, and makes the final determination of who will receive an award during 2024-2026. Local workforce development area boards will review applications to determine alignment of the applications with their local plans and provide recommendations to the ODCTE.
January 6, 2025	Applicants will be notified of award recipient status via email.

Questions Regarding Request for Proposal

All grant-related correspondence should be directed to abe@careertech.ok.gov. Questions and answers will be posted via the technical assistance document.

Section One: Determining Eligibility

The purpose of this section is to verify applicant eligibility to be a grant recipient in providing Adult Education & Family Literacy services. Applications that are incomplete or cannot demonstrate eligibility will not be reviewed, scored, or considered for funding by the review committee.

Eligible Provider Types

This application/proposal is for **Adult Education & Family Literacy** services. Click on the box below that best represents your organization. Select only one item.

<input type="checkbox"/> Local education agency	<input type="checkbox"/> Institution of higher education
<input type="checkbox"/> Community-based or faith-based organization	<input type="checkbox"/> Public or private nonprofit organization
<input type="checkbox"/> Volunteer literacy organization	<input type="checkbox"/> Library
<input type="checkbox"/> Public housing authority	<input type="checkbox"/> Nonprofit institution that is not previously described and has the ability to provide Adult Education & Family Literacy activities to eligible individuals
<input type="checkbox"/> Consortium or coalition of the agencies, organizations, institutions, libraries, or authorities previously described	<input type="checkbox"/> Partnership between an employer and an entity previously described
<input type="checkbox"/> Other—Please explain:	

TABLE 1.2: OUTCOME DATA FOR PREVIOUSLY FUNDED APPLICANTS

Data for Applicants PREVIOUSLY Funded Under AEFLA, WIOA Title II						
Core Follow-Up Outcome Achievement Data may be found in NRS Table 5: Primary Indicators of Performance	Number of participants who exited		Number of participants who exited achieving outcome		Percentage of participants in all periods of participation achieving outcome	
	PY 21/22	PY 22/23	PY 21/22	PY 22/23	PY 21/22	PY 22/23
Employed second quarter after exit						
Employed fourth quarter after exit						
Attained diploma/equivalent and enrolled in postsecondary education or training within one year of exit						
Attained diploma/equivalent and employed within one year of exit						
Attained a postsecondary credential while enrolled or within one year of exit						

Not Previously Funded

TABLE 1.3: CONTENT DOMAIN OUTCOME DATA OF NOT PREVIOUSLY FUNDED APPLICANTS

Data for Applicants NOT PREVIOUSLY Funded Under AEFLA, WIOA Title II						
Educational Content Domain Outcomes	Number of Eligible Individuals* enrolled and receiving instruction in the Education Content Domain		Number of Eligible Individuals* with demonstrated improvement of skills in Educational Content Domain		Percentage of Eligible Individuals* with demonstrated improvement of skills in Educational Content Domain	
	PY 21/22	PY 22/23	PY 21/22	PY 22/23	PY 21/22	PY 22/23
Reading						
Writing						
Mathematics						
English Language Acquisition						
Civics / Citizenship Education						
Workforce Preparation / Employability Skills						
*Eligible Individuals refer to individuals who are 16 years of age or older, not enrolled or required to be enrolled in secondary school under Oklahoma State Law, AND are basic skills deficient, or do not have a secondary diploma, or are English language learners.						

TABLE 1.4: OUTCOME DATA OF NOT PREVIOUSLY FUNDED APPLICANTS

Data for Applicants NOT PREVIOUSLY Funded Under AEFLA, WIOA Title II						
Secondary Credential Outcomes	Number of Eligible Individuals enrolled		Number of Eligible Individuals who earned a certificate/diploma		Percentage of Eligible Individuals who earned a certificate/diploma	
	PY 21/22	PY 22/23	PY 21/22	PY 22/23	PY 21/22	PY 22/23
Secondary School Diploma or its Recognized Equivalent						
Core Follow-Up Outcome Achievement	Number of Eligible Individuals enrolled		Number of Eligible Individuals who achieved an outcome		Percentage of Eligible Individuals who achieved an outcome	
	PY 21/22	PY 22/23	PY 21/22	PY 22/23	PY 21/22	PY 22/23
Transitioned to Employment						
Transitioned to Postsecondary Education or Training						
*Eligible Individuals refer to individuals who are 16 years of age or older, not enrolled or required to be enrolled in secondary school under Oklahoma State Law, AND are basic skills deficient, or do not have a secondary diploma, or are English language learners.						

2. If you have not been funded under WIOA Title II, what method(s) did you use to obtain your outcome data?

NOTE: If you are unable to provide the data, this means you are not eligible for the grant. Please stop now and do not proceed with the grant application. Ineligible applications will not be reviewed, scored, or considered for funding.

TABLE 2: SELECTION OF SERVICE AREA

Workforce Development Area and Counties	# of Eligible Clients	% of Eligible Clients	Available Dollars	Workforce Development Area and Counties	# of Eligible Clients	% of Eligible Clients	Available Dollars	Workforce Development Area and Counties	# of Eligible Clients	% of Eligible Clients	Available Dollars
Central Oklahoma				Green Country				Western			
<input type="checkbox"/> Canadian	9,480	2.57%	\$54,184.53	<input type="checkbox"/> Adair	3,222	0.87%	\$18,415.88	<input type="checkbox"/> Alfalfa	718	0.19%	\$4,103.85
<input type="checkbox"/> Cleveland	17,576	4.77%	\$100,458.58	<input type="checkbox"/> Sequoyah	6,174	1.67%	\$35,288.53	<input type="checkbox"/> Kingfisher	1,616	0.44%	\$9,236.52
<input type="checkbox"/> Hughes	1,893	0.51%	\$10,819.76	<input type="checkbox"/> Tulsa	55,093	14.94%	\$314,893.28	<input type="checkbox"/> Blaine	1,314	0.36%	\$7,510.39
<input type="checkbox"/> Lincoln	3,611	0.98%	\$20,639.28	<input type="checkbox"/> Creek	7,260	1.97%	\$41,495.75	<input type="checkbox"/> Major	712	0.19%	\$4,069.56
<input type="checkbox"/> Logan	3,707	1.01%	\$21,187.98	<input type="checkbox"/> Muskogee	7,953	2.16%	\$45,456.71	<input type="checkbox"/> Woods	785	0.21%	\$4,486.80
<input type="checkbox"/> Okfuskee	2,017	0.55%	\$11,528.50	<input type="checkbox"/> Okmulgee	4,201	1.14%	\$24,011.52	<input type="checkbox"/> Woodward	1,953	0.53%	\$11,162.70
<input type="checkbox"/> Oklahoma	75,629	20.51%	\$432,270.24	<input type="checkbox"/> Pawnee	1,520	0.41%	\$8,687.82	<input type="checkbox"/> Dewey	266	0.07%	\$1,520.37
<input type="checkbox"/> Pottawatomie	6,886	1.87%	\$70,783.26	<input type="checkbox"/> McIntosh	2,254	0.61%	\$12,883.12	<input type="checkbox"/> Custer	2,491	0.68%	\$14,237.73
<input type="checkbox"/> Seminole	3,052	0.83%	\$47,188.84	<input type="checkbox"/> Osage	4,538	1.23%	\$25,937.70	<input type="checkbox"/> Washita	980	0.27%	\$5,601.35
				<input type="checkbox"/> Cherokee	4,926	1.34%	\$28,155.38	<input type="checkbox"/> Kiowa	1,044	0.28%	\$5,967.16
				<input type="checkbox"/> Wagoner	6,227	1.69%	\$35,591.46	<input type="checkbox"/> Greer	798	0.22%	\$4,561.10
Northeast				South Central				<input type="checkbox"/> Jackson	2,765	0.75%	\$15,803.82
<input type="checkbox"/> Washington	4,113	1.12%	\$23,508.54	<input type="checkbox"/> McClain	2,969	0.81%	\$16,969.82	<input type="checkbox"/> Harmon	420	0.11%	\$2,400.58
<input type="checkbox"/> Nowata	952	0.26%	\$5,441.32	<input type="checkbox"/> Grady	4,457	1.21%	\$25,474.73	<input type="checkbox"/> Beckham	2,518	0.68%	\$14,392.05
<input type="checkbox"/> Rogers	6,124	1.66%	\$35,002.75	<input type="checkbox"/> Caddo	3,369	0.91%	\$19,256.08	<input type="checkbox"/> Roger Mills	358	0.10%	\$2,046.21
<input type="checkbox"/> Mayes	4,539	1.23%	\$25,943.42	<input type="checkbox"/> Comanche	9,251	2.51%	\$52,875.64	<input type="checkbox"/> Ellis	458	0.12%	\$2,617.78
<input type="checkbox"/> Craig	1,535	0.42%	\$8,773.55	<input type="checkbox"/> Stephens	4,476	1.21%	\$25,583.33	<input type="checkbox"/> Harper	469	0.13%	\$2,680.65
<input type="checkbox"/> Ottawa	3,548	0.96%	\$20,279.19	<input type="checkbox"/> Jefferson	841	0.23%	\$4,806.88	<input type="checkbox"/> Beaver, Cimarron, Texas	5,058	1.37%	\$28,909.85
<input type="checkbox"/> Delaware	5,280	1.43%	\$30,178.73	<input type="checkbox"/> Cotton	757	0.21%	\$4,326.76	<input type="checkbox"/> Garfield	5,621	1.52%	\$32,127.77
Southern				<input type="checkbox"/> Tillman	1,257	0.34%	\$7,184.59	<input type="checkbox"/> Kay	4,754	1.29%	\$27,172.28
<input type="checkbox"/> Haskell	1,544	0.42%	\$8,824.99				<input type="checkbox"/> Noble	861	0.23%	\$4,921.19	
<input type="checkbox"/> Latimer	1,121	0.30%	\$6,407.26				<input type="checkbox"/> Payne	4,397	1.19%	\$25,131.79	
<input type="checkbox"/> Pittsburg	4,816	1.31%	\$27,526.66				<input type="checkbox"/> Grant	344	0.09%	\$1,966.19	
<input type="checkbox"/> LeFlore	6,403	1.74%	\$36,597.42	<ul style="list-style-type: none"> Only highlighted sections are available for selection of service 							
<input type="checkbox"/> McCurtain	4,441	1.20%	\$25,383.28								
<input type="checkbox"/> Choctaw	2,036	0.55%	\$11,637.10								
<input type="checkbox"/> Bryan	4,868	1.32%	\$27,823.87								
<input type="checkbox"/> Marshall	2,723	0.74%	\$15,563.76								
<input type="checkbox"/> Love	1,425	0.39%	\$8,144.83								

Workforce Development Area and Counties	# of Eligible Clients	% of Eligible Clients	Available Dollars	Workforce Development Area and Counties	# of Eligible Clients	% of Eligible Clients	Available Dollars	Workforce Development Area and Counties	# of Eligible Clients	% of Eligible Clients	Available Dollars
<input type="checkbox"/> Carter	4,787	1.30%	\$27,360.90								
<input type="checkbox"/> Johnston	1,184	0.32%	\$6,767.35								
<input type="checkbox"/> Atoka	1,845	0.50%	\$10,545.41								
<input type="checkbox"/> Pushmataha	1,558	0.42%	\$8,905.01								
<input type="checkbox"/> Coal	749	0.20%	\$4,281.04								
<input type="checkbox"/> Pontotoc	3,166	0.86%	\$18,095.80								
<input type="checkbox"/> Garvin	3,050	0.83%	\$17,432.79								
<input type="checkbox"/> Murray	1,705	0.46%	\$9,745.21								
TOTAL FEDERAL ALLOCATION FOR PY22: \$5,269,962.06											

Section Three: Application Narrative

Required Information [WIOA 432](#)

Directions: Using the space provided below, answer the following questions in a clear and concise manner.

1. Describe any cooperative arrangements your organization has with other agencies, institutions, or organizations for the delivery of Adult Education & Family Literacy activities.

2. Describe how your organization will provide services in alignment with the local workforce development area plan (see Figure 3 for links to regional plans), including how your organization will promote concurrent enrollment in programs and activities under Title I, as appropriate.

**FIGURE 3: OKLAHOMA
WORKFORCE DEVELOPMENT
AREA PLANS**

**WORKFORCE
DEVELOPMENT
AREA PLANS BY
REGION**

[Central Oklahoma](#)

[Green Country](#)

[Northeast](#)

[South Central](#)

[Southern](#)

[Western](#)

5. Describe how your organization will provide services in a manner that meets the needs of eligible individuals.

7. Describe the ability of your organization to serve eligible individuals with disabilities, including eligible individuals with learning disabilities.

8. Describe the past effectiveness of your organization 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 ([State Adjusted Performance Levels](#)).

9. Describe the extent to which your organization demonstrates alignment between proposed activities and services and the strategy and goals of the local workforce development area board plan (see Figure 3 for links to the plans), as well as the activities and services of the one-stop partners.

10. Describe whether your organization's program:

- a. Is of sufficient intensity and quality and based on the most rigorous research available so that participants achieve substantial learning gains; and

- b. Uses instructional practices that include the essential components of reading instruction.

11. Describe whether your program's activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available, including scientifically valid research and effective educational practice.

12. Describe whether your organization’s activities effectively use technology, services and delivery systems, including distance education, in a manner sufficient to increase the amount and quality of learning and how such technology, services and systems lead to improved performance.

13. Describe whether your organization’s activities provide learning in context, including through integrated education and training (see Figure 4), so that an 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 exercise the rights and responsibilities of citizenship.

FIGURE 4: INTEGRATED EDUCATION

“Integrated education and training activities” refers to a service approach that provides Adult Education & Family Literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career

16. Describe whether your organization will offer the flexible schedules and coordination with federal, state, and local support services (such as childcare, 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.

17. Describe whether your organization maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance.

18. Describe whether the area in which your organization is located has a demonstrated need for additional English language acquisition programs and civics education programs.

Section Four: Budget

Funding

Regarding the federal money ODCTE receives, up to 12.5 percent is allowed for Leadership activities; 5 percent of the Federal money is allowed for administrative activities; a minimum of 82.5 percent of the Federal money must be distributed to grantees.

Allocations for Correctional/Institutional programs are subtracted from the money distributed to grantees (minimum of 82.5 percent) prior to allocating monies to local grantees. The total amount allocated to Correctional/Institutional programs may be up to 20 percent of the 82.5% of the total grant award (this may be up to 16.5% of the total award that is allowed for Correctional/Institutional services).

The remaining balance (after Correctional/Institutional) of the minimum of 82.5% is the amount to be allocated to local grantees. ODCTE staff will determine an allocation amount for each Workforce Development Areas by using demographic data for each of Oklahoma's 77 counties. This allocation for each AEFL Workforce Development Area will include the number of eligible individuals within the counties of each Workforce Development Area. This will include population, eligible individuals 18-24 years of age that do not have a high school diploma or its recognized equivalent, and eligible individuals 25+ years of age that do not have a high school diploma or its recognized equivalent. A formula will be determined using these variables to determine an allocation amount for each Workforce Development Area. Applicants will select which counties that they would like to serve. Eligible providers will compete for the allocation of their selected counties. Multiple providers may be granted an allocation within a specific county, and the allocation will be divided between those providers within that specific county. Multiple service providers may be selected within an AEFL Service Area based on funding requested on dollars available.

Eligible providers will determine a budget for providing services in the Workforce Development Area(s) requested and the ODCTE will evaluate these budgets. Budgets should reflect counties which eligible providers plan to serve. The ODCTE requires a local match of dollars and/or in-kind donation of 25 percent of state funds received. This match may be direct or in-kind. All match items must meet the same guidelines for allowability and allocability as the federal funds. Negotiations will occur when more than one eligible provider is determined for a specific county. Awards may be based on multiple factors including reasonableness of the budget relative to the service area, quality of the eligible provider application, past performance including Measurable Skill Gain attainment relative to the state performance target, expected number of individuals to be served, workforce development area board recommendations, previous year allocation, past expenditures, and results from the pre-award risk assessment. The amount received by eligible recipients will be held steady for not more than two years.

~~After the two year period, allocation amounts for each service provider will be determined using a formula that accounts for the eligible individuals in an ABE service area, performance of the service provider, and provider need. Service providers not meeting negotiated performance levels may see a reduction in their allocation for the following year(s). Those service providers meeting or exceeding their performance levels may be eligible for an increase in their allocation in their funding for the following year(s) from the pool of funds not allocated to those providers not meeting performance levels. Performance funding will be based on the average of two years of performance data. The ODCTE may limit the carryover of an ABE service provider. The carryover limit may not exceed 25% of their projected allocation for the upcoming year. The overage will then be redistributed to other service providers.~~

AEFLA FUNDS REQUEST PROPOSED BUDGET 2024-2025

Directions: Enter your budget in the below table. The expenditure function definitions are provided on the pages immediately following the table.

Organization Name:

Total Budget Request:

Fund Type	Budget Line Description	Line-Item Total	Description
Instructional (511)	Classroom Instructor Salaries		
	Guidance Specialist Salaries		
	Classroom Instructor Fringe Benefits		
	Guidance Specialist Fringe Benefits		
	Instructional/Classroom Materials		
	Curriculum Development Salaries		
	Guidance Specialist Materials		
	Instructor Site-to-Site Mileage		
	Curriculum Development Fringe Benefits		
	Guidance Specialist Site-to-Site Mileage		
	Instructional Copy Costs		
Other District Subs/Student Training			
Administrative Costs (519)	Infrastructure/Shared Costs		
	Admin Site-to-Site & Prof Dev Travel		
	Instructor Prof Dev Travel		
	Admin/Non-Instructional Copy Costs		
	Instructor Prof Dev Registration		
	Admin Prof Dev Registration		
	Project Director Salaries		
	Admin/Office Supplies		
	Project Director Fringe Benefits		
TOTAL			

Budget Narrative

Directions: In the space below, provide a detailed description for each line item of how awarded funds will be spent consistent with the grant requirements described on pages 4 - 5 of this document. Include items such as positions that will be funded by salaries and benefits and specific supplies and the purpose for which they are purchased.

Administrative Cost Limits

Not more than five percent of a grant to an eligible provider can be expended to administer the Adult Education & Family Literacy grant. In cases where five percent is too restrictive to perform administrative activities, the eligible provider may negotiate with the ODCTE an adequate level of funds to be used for non-instructional purposes. Administrative costs include: planning; administration including carrying out performance accountability requirements; professional development; providing Adult Education & Family Literacy services in alignment with local workforce development area plans; carrying out the one-stop partner responsibilities, including contributing to the infrastructure costs of the one-stop delivery system. As with all Adult Education & Family Literacy expenditures, administrative costs must be allowable, necessary, and reasonable. The 5% administrative cost limit or negotiated administrative cost limit applies to federal, state, and local Adult Education & Family Literacy activities. Examples of disallowed costs include: bad debts; contingencies; entertainment; food; alcoholic beverages; fines/penalties; fundraising; lobbying; promotional items; unused leave payouts; tuition and fees; construction; and acquisition of property.

Oklahoma Cost Accounting System

The following is an excerpt taken from the Oklahoma Cost Accounting System Manual. Please review these definitions prior to completing the projected budget form. If the applicant is awarded funds, the applicant will be required to submit initial budgets for federal and state funds after allocations have been awarded.

Expenditure Function Definitions

1000 Instruction: Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in locations such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, correspondence and other educational or assistive technology devices. Included here are the activities of teacher assistants of any type which assist in the instructional process. The activities of tutors, translators and interpreters would be recorded here. Also include department chairpersons who teach for any portion of time.

2120 Guidance Services: Those activities of counseling pupils and parents; providing consultation with other staff members on learning problems; assisting pupils in personal and social development; assessing the abilities of pupils; assisting pupils as they make their own educational and career plans and choices; providing referral assistance; and working with other staff members in planning and conducting guidance programs for pupils.

2212 Instruction and Curriculum Development Services: Activities designed to aid teachers in developing the curriculum, preparing, and using special curriculum materials and understanding and appreciating the various techniques that stimulate and motivate students.

2213 Instructional Staff Training Services: Activities designed to contribute to the professional or occupational growth and competence of members of the instructional staff during the time of their service to the LEA or school. Among these activities are workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves. Personnel with Function 1000 salaries would be coded here.

2220 Library/Media Services: Activities concerned with directing, managing and supervising education media services, as well as such activities as selecting, acquiring, preparing, cataloging and circulating books and other printed materials; planning for the use of the library by students, teachers and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections and other materials, whether maintained separately or as a part of an instructional materials center.

2240 Academic Student Assessment: This function includes those services rendered for the academic assessment of the student.

2330 State and Federal Relations Services: Activities associated with developing and maintaining state and federal grants. Record administrative costs and data entry costs for LACES here.

2560 Information Services: Activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to students, staff, managers and the general public through direct mailing, the various news media, or personal contact. Internal, public and management information services would be included here, as well as personnel (staff) services.

2580 Administrative Technology Services: Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes.

2620 Operation of Building Services: Activities concerned with keeping the physical plant clean and ready for daily use. They include operating the heating, lighting and ventilation systems and repairing and replacing facilities and equipment. Also included are the costs of supplies, utilities, telephones, postage, building rental and property insurance.

2660 Security Services: Activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of schools at all times. Included are police activities for school functions; traffic control on grounds and in the vicinity of schools; building alarm systems; and hall monitoring services.

2670 Safety: Activities concerned with maintaining a safe environment for students and staff, whether they are in transit to or from school; on campus or in an administrative facility; or participating in school-sponsored events. These include installing and monitoring school fire alarm systems and providing school crossing guards, as well as other costs incurred to ensure the basic safety of students and staff.

2720 Vehicle Operation Services: Activities involved in operating vehicles for student transportation from the time the vehicles leave the point of storage until they return to the point of storage. These include driving buses or other student transportation vehicles and costs of pupil transportation vehicle insurance.

5400 Indirect Cost: Federal AEFLA is a supplement, not supplant grant subject to a restricted rate. Providers wishing to capture indirect administrative costs must have an annually negotiated indirect cost rate on file with their cognizant agencies. Providers must use a restricted rate, if available. However, if a restricted rate is not available, the provider may use an 8% rate if the approved rate is above 8%. If an entity (e.g., LEA) has a restricted rate, you must use that rate not the 8%. However, indirect cost is an administrative cost by nature and falls within the 5% cap on all administrative costs that may be charged against federal funds. Only for use with Object Code 970.

Object Code Definitions

100 Personnel Services – Salaries: Amounts paid to both permanent and temporary LEA employees, including personnel substituting for those in permanent positions. This includes gross salary for personnel services rendered while on the payroll of the LEA.

200 Personnel Services – Employee Benefits: Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal service.

300 Purchased Professional and Technical Services: Amounts paid for professional and technical services rendered by personnel who are not on the payroll of the LEA and other services which the LEA may purchase. These services can be performed only by individuals or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, and accountants.

400 Purchased Property Services: Services purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by individuals other than LEA employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services: Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies: Amounts paid for material items of an expendable nature that are consumed, worn out or deteriorated by use or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property: Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings, improvement of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment, and replacement of equipment.

800 Other Objects: Amounts paid for goods and services not otherwise classified. (810 and 860 only for AEFLA)

970 Intrafund Transfer: Intrafund transfer for charging assessed indirect cost as allowed through an annually approved indirect cost rate approved by the local program's cognizant agency.

Adult Education & Family Literacy

Request for Proposal Checklist

Each RFP will be evaluated based on a rubric provided by the state, and funds will be distributed based on need and services provided.

Prior to submitting the application, please complete the following checklist to assist in reviewing the PY 2024-2026 application. The checklist will help ensure the completeness of the application and its compliance with the Oklahoma Adult Education & Family Literacy request for proposal application requirements. This checklist should be submitted to the ODCTE as a part of the application. Submit completed application to the ODCTE’s AEFL team by December 4, 2024, at 11:59 P.M. CST via email submission to abe@careertech.ok.gov.

- Sign originals of each required form with easily identifiable signatures. Certified digital signatures will be accepted.
- Complete and submit all applicable pages of the application in numerical order.
- Provide information to be considered an eligible provider with demonstrated effectiveness, including at least two years of performance data.

Certifications and Assurances

This application is a proposal to provide Adult Education & Family Literacy services under Title II of the Workforce Innovation and Opportunity Act. If approved, the program will be conducted in accordance with the laws and regulations pertaining to the Adult Education & Family Literacy Act, the Oklahoma State Plan for Adult Education & Family Literacy and state policies and procedures. I have reviewed the Request for Proposal and assure that the applicant will abide by the following:

- Attachment A – [Oklahoma AEFL Handbook](#)
- Attachment B – [Oklahoma Assessment Policy](#)
- Attachment C – [Oklahoma Adult Education & Family Literacy Performance Targets](#)
- Attachment D – [Oklahoma AEFL State Plan](#)

To the best of my knowledge and belief, all data and information provided in this proposal are true and correct.

I understand that should the applicant be awarded an Adult Education & Family Literacy grant, failure to abide by the above requirements could jeopardize funding and participation.

Title of the Executive Officer/Authorized Representative of the Applicant **Date**

Signature of the Executive Officer/Authorized Representative of the Applicant
