

DEPARTMENT OF EDUCATION

Colorado State Board of Education

RULES FOR THE ADMINISTRATION OF THE ADULT EDUCATION AND LITERACY GRANT PROGRAM

1 CCR 301-98

[Editor's Notes follow the text of the rules at the end of this CCR Document.]

Authority: Article IX, Section 1, Colorado Constitution. 22-2-106(1)(a) and (c); 22-2-107(1)(c); HB14-085

1.0 Statement of Basis and Purpose

These rules are promulgated pursuant to Colorado Revised Statutes article 10 of title 22. Article 10 of Title 22 authorizes the Colorado Department of Education to provide state funding for workforce development partnerships through which eligible adults receive basic education in literacy and numeracy that leads to additional skills acquisition, postsecondary credential attainment, and employment.

2.0 Definitions

- 2.1 "Adult education and literacy programs" means programs that provide adult basic education, adult education leading to a high school equivalency credential, English as a Second language instruction, or integrated basic education and skills training.
- 2.2 "Department" means the Department of Education created and existing pursuant to Section 24-1-115, C.R.S.
- 2.3 "Eligible adult" means a person who:
- 2.3.1 Is at least 17 years of age;
 - 2.3.2 Is not enrolled in a public or private secondary school; and
 - 2.3.3
 - (I) Lacks a high school diploma or its equivalency; or
 - (II) Is in need of English language instruction; or
 - (III) Lacks sufficient mastery of the basic literacy and numeracy skills necessary to enable the person to function effectively in the workplace.
- 2.4 "English language instruction" means instruction that is designed to assist a person with limited English proficiency to achieve competence in the English language, thus allowing the person to understand and navigate governmental, educational, and workplace systems.
- 2.5 "Grant program" means the Adult Education and Literacy Grant Program created in Section 22-10-104.

-
- 2.6 “Literacy” means a person’s ability to read, write, and speak English at levels of proficiency that are necessary to function on the job and in society, achieve the person’s goals, and develop the person’s knowledge and potential.
- 2.7 “Local Educational Provider” means one of the following entities that the Department recognizes as providing appropriate and effective adult education and literacy programs.
- 2.7.1 A secondary or postsecondary, public or private, nonprofit educational entity, including but not limited to a school district, charter school, board of cooperative services, state institution of higher education, junior college, and area vocational school;
- 2.7.2 A community-based, nonprofit agency or organization;
- 2.7.3 A library;
- 2.7.4 A literacy council or other literacy institute;
- 2.7.5 A business or business association that provides adult education and literacy programs either on- site or off-site;
- 2.7.6 A volunteer literacy organization;
- 2.7.7 A work force board, as defined in Section 8-83-203, C.R.S., that oversees a work force investment program described in the “Colorado Work Force Investment Act,” Part 2 of Article 83 of title 8, C.R.S.
- 2.7.8 A one-stop partner, as described in section 8-83-216, C.R.S., under the “Colorado Work Force Investment Act,” Part 2 of Article 83 of Title 8, C.R.S.; or
- 2.7.9 A consortia of entities described in this subsection.
- 2.8 “Numeracy” means a person’s ability to compute and solve mathematical problems at levels of proficiency that are necessary to function on the job and in society, achieve the person’s goals, and develop the person’s knowledge and potential.
- 2.9 “Office” means the office within the Department that is responsible for adult education.
- 2.10 “State Board” means the State Board of Education created in Section 1 of Article IX of the State Constitution.
- 2.11 “Workforce Development Partnership” means a collaboration that assists adults in attaining basic literacy and numeracy skills leading to additional skill acquisition, postsecondary credentials, and employment. At a minimum, a workforce development partnership must include a local education provider, at least one postsecondary education or training provider, and at least one workforce development provider.
- 2.11.1 For purposes of this subsection, a postsecondary education or training provider includes, but need not be limited to:
- 2.11.1.1 A state institution of higher education, junior college, or area vocational school;
- 2.11.1.2 An apprenticeship program;
-

- 2.11.1.3 An entity that provides accelerated education and skills training certificate programs created pursuant to Part 9 of Article 60 of Title 23, C.R.S.;
 - 2.11.1.4 An entity that operates programs through the manufacturing career pathway established by the State Board for Community Colleges and Occupational Education as provided in Part 10 of Article of Title 23, C.R.S.; and
 - 2.11.1.5 A community-based workforce development program that is operated through the Colorado customized training program created in Section 23-60-306, C.R.S.
- 2.11.2 “Workforce development provider” includes, but need not be limited to:
- 2.11.2.1 A work force investment program described in the “Colorado Work Force Investment Act,” Part 2 of Article 83 of Title 8, C.R.S.; and
 - 2.11.2.2 A program that is supported by the state workforce development council created in Article 46.3 of Title 24, C.R.S.
- 2.12 “Measureable student outcome” means student success indicators, which include but are not limited to student employment, educational gains, and locally set goals.

3.0 Application Requirements and Timeline

- 3.1 On or before April 30 of each year, any Local Education Agency interested in obtaining funding shall submit an Adult Education and Literacy grant application to the Department, using the application form provided by the Department. A Local Education Provider must be a member of a Workforce Development Partnership.
- 3.2 Each application submitted shall include, but need not be limited to, the following:
- 3.2.1 Information concerning the number of adults in the local area , including employment, average income, and unemployment rates;
 - 3.2.2 Information concerning the local job market, identifying areas of highest need, including major local industries or employers;
 - 3.2.3 Information concerning the number of other Local Educational Providers within a thirty mile radius;
 - 3.2.4 Information concerning the percentage of the local population of adults who will be served using grant moneys, including the following:
 - 3.2.4.1 the percentage who are members of a minority group
 - 3.2.4.2 the percentage who do not have a high school diploma or equivalency and who are not currently enrolled in adult education and literacy programs
 - 3.2.4.3 the percentage of adults who will be served using grant moneys, including the percentage who are receiving either state or federal public assistance
 - 3.2.4.4 the percentage of adults who will be served using grant moneys, including the percentage who are unemployed workers

- 3.2.5 Information concerning the demonstrated success of the Local Educational Provider in enabling adults to attain basic literacy and numeracy skills and in assisting them, through collaboration with postsecondary education or training providers and workforce development providers, to achieve additional skills attainment, postsecondary credential attainment, and employment
 - 3.2.6 A description of the instructional program that the applicant plans to implement using the grant moneys
 - 3.2.7 A description of the professional development program that the applicant plans to implement for educators to assist adult students achieve their educational and career goals
 - 3.2.8 A description of services and responsibilities of each of the partnership members
 - 3.2.9 An explanation of the cost of the instructional and student support program that the applicant plans to implement using the grant moneys and an explanation of how grant funding will be used to supplement and not supplant any funding currently being used on workforce preparation activities
 - 3.2.10 The measureable student outcomes that the applicant expects to achieve as a result of implementing the proposed program, including employment, and a description of the method that will be used to monitor and evaluate outcomes; and
 - 3.2.11 Any other necessary information, as identified by the Department.
- 3.3 On or before June 1 of each year, based on the recommendations of the Department and available funding, the State Board shall award grants to applying Local Education Providers, and in so doing ensure that awards are geographically diverse.

4.0 Adult Education and Literacy-Workforce Development Meetings

- 4.1 The office shall convene periodic meetings of representatives of, at a minimum, the Department of Higher Education, the Department of Labor and Employment, the Community College system, other Local Educational Providers, other postsecondary education or training providers, and other workforce development providers to discuss, at a minimum:
 - 4.1.1 Ways to increase the communication and collaboration among adult education and literacy programs, postsecondary education or training programs, and workforce development programs within the state; and
 - 4.1.2 The state's workforce development needs and the levels of unmet need for adult education within the state, including identifying particular areas of the state with significant unmet adult education needs.

5.0 Application Evaluation Criteria

- 5.1 In reviewing grant applications to recommend which applicants should receive grant funding and the amount of each grant, the Department shall consider but not be limited to the following criteria:
 - the quality of the instructional program that the applicant plans to implement, in particular the expected measurable student outcomes the applicant hopes to achieve, using the grant moneys;

- 5.1.1 the quality of the professional development program that the applicant plans to implement for educators to assist students in meeting the applicant's expected measurable student outcomes;
- 5.1.2 The effectiveness and completeness of the planned workforce development partnership;
- 5.1.3 The cost of the instructional and student support program that the applicant plans to implement using the grant moneys;
- 5.1.4 The rigor with which the applicant intends to monitor and evaluate the implementation of the proposed program;
- 5.1.5 The geographical diversity of the applicant pool.

6.0 Data Collection and Reporting

- 6.1 Each Local Education Provider that receives an Adult Education and Literacy grant shall submit information to the Department describing the following:
 - 6.1.1 The instructional programs and services for which the Local Education Provider used the grant;
 - 6.1.2 The number of adult students who participated in each of the types of programs and services provided;
 - 6.1.3 The educational progress made by participating students as measured by standardized tests and training completion;
 - 6.1.4 The number of students who received workforce services, including the number of students who entered employment.
- 5.02 The Department shall submit a report annually to the State Board, the governor, the Joint Budget Committee of the Colorado General Assembly, the House and Senate Education Committees the Senate Business, Labor, and Technology Committee and the House Business, Labor, Economic, and Workforce Development Committee, and shall post the report on the Department's web site.. This report concerning the grant program should, at a minimum, address the use, allocation, geographical diversity of the programs, and outcomes of the grant moneys, including the effectiveness of each program that receives a grant and the continuing level of unmet need for adult education within the state. The report must also include an overview of the collaboration efforts of the office, the Department of Higher Education, the Department of Labor and Employment, the Community College system, other local education providers, other postsecondary education or training providers, and other workforce development providers in meeting the state's need for adult education and literacy programs and workforce development.

Editor's Notes

History

Entire rule emer. rule eff. 09/10/2014.