

# NEW MEXICO HIGHER EDUCATION DEPARTMENT



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To: All AEFLA-funded Adult Education Programs  
From: New Mexico Higher Education Department, Adult Education Division  
Re: Local Program Guidance: Quarterly data reports and Infrastructure Funding Agreements (IFA)

## NMHED-AE Guidance on Quarterly Data Reports and IFAs

### Purpose:

The purpose of this guidance memorandum is to clarify Adult Education program responsibilities regarding collaboration with local Workforce Development Boards.

### Context:

The Workforce Innovation and Opportunity Act (WIOA) compels partnership and encourages alignment among the four core programs within the law. The Adult Education and Family Literacy Act (AEFLA) is Title II of WIOA, administered by the Department of Education (DE). In New Mexico, AEFLA-funded local adult education programs partner with our Title I-funded local Workforce Development Boards (WDBs) and local One-Stop operators to support adult learners in accessing employment, education, training, and support services to meet their workforce goals.

Two points of collaboration between local AEFLA-funded adult education (AE) programs and local WDBs are quarterly data reports and Infrastructure Funding Agreements (IFAs). The quarterly reports are part of a data-gathering requirement that the New Mexico Department of Workforce Solutions (DWS) has imposed on the local WDBs. In the spirit of partnership, local AE programs shall comply with these quarterly requests. The Infrastructure Funding Agreements (IFAs) are part of the part of the One-Stop Partner Memoranda of Understanding (MOUs) mandated by the New Mexico WIOA Combined State Plan, in accordance with WIOA legislation. The IFA stipulates the share of non-personnel One-Stop related costs (including rent, security, technology and utilities) that core partners – including AEFLA-funded AE programs – take responsibility for, *based upon the proportional benefit that program receives from the One-Stop*. The state AE system may not contribute more than 3.2% of its overall annual state budget to the IFAs. Both of these points have led to questions from local AE programs. We will do our best to resolve any confusion and promote effective collaboration with our workforce partners for the benefit of all New Mexicans eligible for our services.

## NMHED-AE Guidance:

### Quarterly Data Reporting

- ❖ AEFLA-funded AE programs may be asked by local WDBs for data on a quarterly basis. To date, the data requested has been difficult for local programs to pull from LACES. State Adult Education Director Amber Gallup Rodriguez has met with Mr. Margarito Aragón, WIOA Operations and Performance Manager, to discuss what AE data is useful to the local WDBs, consistent with the data provided other Title partners, and able to be pulled more easily from the AE LACES database. They reached the following agreement concerning data that AE programs will provide to local WDBs:
  - When asked to provide the number of students enrolled in the preceding quarter (3 months), AE programs will provide the *total* number of students who have been provided any instructional or testing services in that quarter.
  - When asked to provide the number of students “exited” in the preceding quarter, please understand that the WDB knows that students are not counted as “exited” from our programs until they have been out for 90 days, and then their exit is backdated to the last time they received services/attended class. The same is true for the workforce system. Therefore, it is understood that when the number of “exited” students is asked for, the WDB is referring to the quarter before the quarter that the report is for; for example, if the quarterly report you have received is for the quarter that encompasses January, February, and March, then the requested number of “exited” students should be pulled from the quarter that encompasses October, November, and December.
  - If/when asked to provide the number of “carryover” students, AE programs will not provide this data, as it is not applicable to our context and data tracking system. AE programs can reinforce this by indicating “N/A” in response to this question.

### MOUs and Infrastructure Funding Agreements

- ❖ It is the responsibility of the WDBs to approach local AE programs concerning the One-Stop Partner Memorandum of Understanding (MOU) and the associated Infrastructure Funding Agreement (IFA). When approached, AE programs should partner with the One-Stop to participate in the MOU and, when requested, negotiate an IFA, as required by the New Mexico WIOA Combined State Plan and WIOA legislation.
- ❖ However, the AE program *must contact* the AE state office staff *before* signing an MOU and/or an IFA. This is because state office staff must be aware of the nature of these MOUs and agreements and carefully track overall AE contribution to One-Stop infrastructure, so that it does not exceed the 3.2% cap. In addition, state office staff wish to advocate for local AE programs and work collaboratively to determine an equitable and proportional benefit of the one-stop to the local AE program.
- ❖ Be aware that if a local workforce area is unable to achieve an agreement within 90 days of the beginning of each fiscal year, July 1, then the law requires the establishment of a State Funding Mechanism (SFM) to decide a one-stop partner’s portion of the funds. In order to avoid this eventuality, *please contact the AE state office staff immediately upon beginning the negotiation of an MOU and/or IFA.*

- ❖ Though it is the responsibility of the WDB to initiate an MOU, we recommend that local AE programs contact the WDB in the spirit of collaboration to inquire about the status of the MOU if they have not been contacted by July 30.

**Please note** that this guidance is as accurate and complete as it can be on the date of this memorandum. As structures and plans change, agencies issue new guidance, and our partnership evolves, this guidance may change as well. When questions or apparent changes arise, please contact with state office staff.