



Adult Education and Family Literacy Request for Applications FY 2026-2029

**Pre-Application Conference
January 17, 2025**

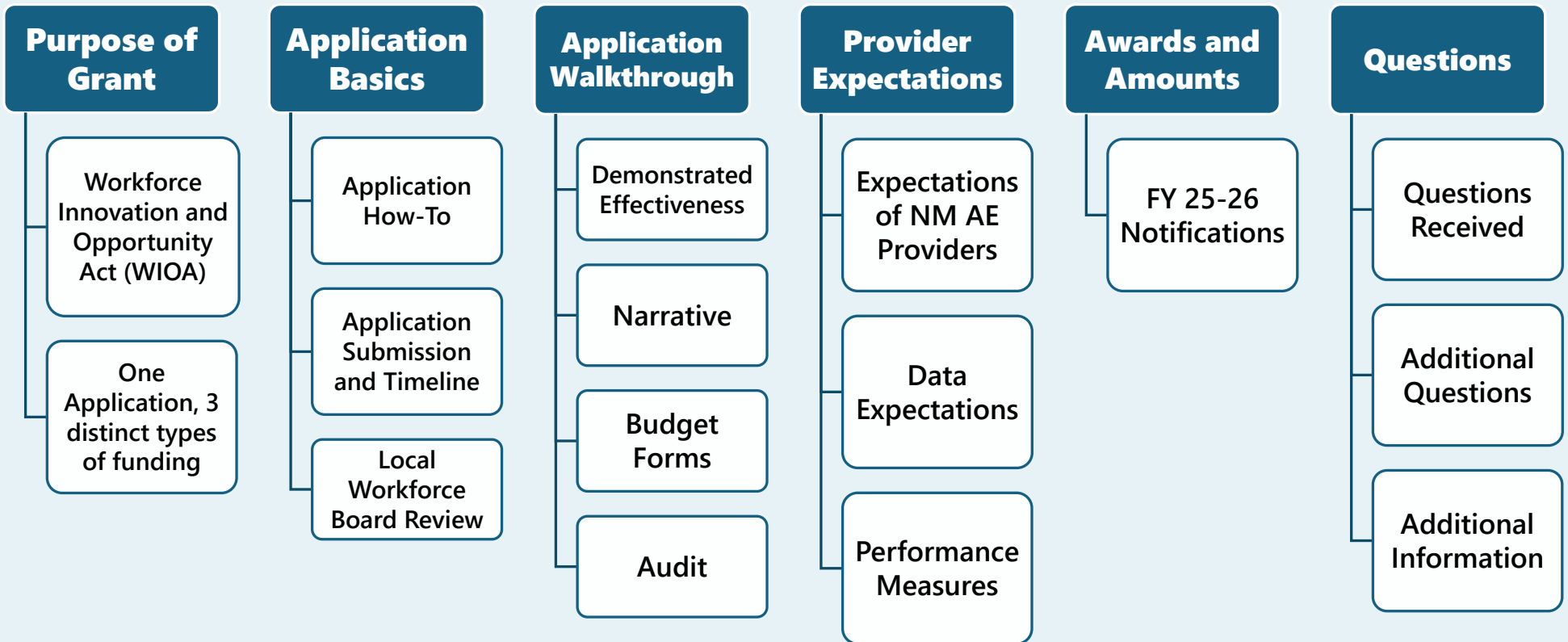
NMHED Adult Education Division

- Dr. Amber Gallup- State Director
- Dr. Katya Backhaus- State High School Equivalency and Data Administrator
- Cecilia Roybal- Finance Officer
- Dené Shelton- Program Specialist
- Matt Edelen- Program Specialist

Before We Get Started

- This webinar is being recorded and will be posted on the RFA webpage.
- To ensure that all applicants have access to the same information, we will go through the entire presentation without stopping for questions.
- Please type all questions in chat. We will capture your questions and attempt to provide answers at the end of the webinar. If we are unable to answer a question during the webinar, we will post the responses to unanswered questions to the RFA FAQs webpage by 5 p.m. Wednesday, January 22nd.

Agenda:



WIOA & This Funding Opportunity

- The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Obama in 2014.
- WIOA replaced the Workforce Investment Act (WIA) legislation passed in 1998; reauthorized and amended the Adult Education and Family Literacy Act (AEFLA)
- Currently subject to Congressional reauthorization
- The current New Mexico AEFLA grant competition was held in 2021. We are now at the end of that 4-year grant cycle.

WIOA Cont.

- The 6 core programs consist of:
 - the Adult, Dislocated Worker, and Youth formula programs administered by the Department of Labor (DOL) under Title I;
 - Adult education and literacy programs administered by the Department of Education (ED) under Title II;
 - the Wagner-Peyser Act employment services program administered by DOL under Title III; and
 - the programs under Title I of the Vocational Rehabilitation Act administered by ED under Title IV.

Title II

- Title II – Adult Education and Literacy ([34 CFR 463.1](#))
 - **(a) assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;**
 - **(b) assist adult who are parents or family members to obtain the education and skills that** are necessary to becoming full partners in the educational development of their children; and lead to sustainable improvements in the economic opportunities for their family;
 - **(c) assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and**
 - **(d) assist immigrants and other individuals who are English language learners in** improving their reading, writing, speaking and comprehension skills in English; and mathematics skills; and acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship

One Form, Three Applications

You may apply for one or any combination of funding types:

- Section 231- Adult Education and Family Literacy Act
- Section 243- Integrated English Literacy and Civics Education
- Section 225- Programs for Corrections Education and Other Institutionalized Individuals

You are not required to apply for Section 231 funds to receive funding under Sections 243 or 225. For each part of the application there will be individual boxes/sheets for your responses.

Application Basics- Questions

- To ensure equitable access to all eligible providers all questions must be submitted via the form located at [2025-2029 AEFLA Grant Application Q&A](#).
- NMHED will post responses to questions on the [Questions Submitting Regarding RFA](#) page each Tuesday by 5 p.m.
- Eligible providers may submit questions until March 14, 2025.
- If there is a technical concern with the form, please submit a question and email adult.education@hed.nm.gov. In the subject line only put **“RFA FORM TECH ISSUE.”** We will respond via the FAQ page to ensure all providers have access to the same information.

FAQs Page

2025-2029 AEFLA Grant Application Q&A

Please enter questions you have about the 2025-2029 AEFLA grant application below. To submit multiple questions, complete the form multiple times. NMHED-AE will post responses to questions received on the FAQs page each Tuesday by end of business each Tuesday.

Start now

2025-2029 AEFLA Grant Application Q&A

1. Enter the text of your question below:

Enter your answer

Submit

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Application Basics

- All applications must be submitted electronically via email to adult.education@hed.nm.gov.
- Paper applications will not be accepted.
- Applications must be received by **5:00 pm MDT on Friday, March 21, 2025**, to be eligible for consideration.
- **No late submissions will be given consideration.**
- NMHED will notify providers no later than **MAY 12, 2025**, of award determination.

Application Basics

- Be aware of any institutional deadlines to submit your application to your executive officer(s) for review and signatures. Failure to obtain all required signatures will disqualify your application from consideration.
- Start considering your program's responses to the narrative questions.
- Pay careful attention to the headers for all parts of the application to ensure you are completing the pages/sections for the funding type(s) for which you intend to apply.

Application Basics

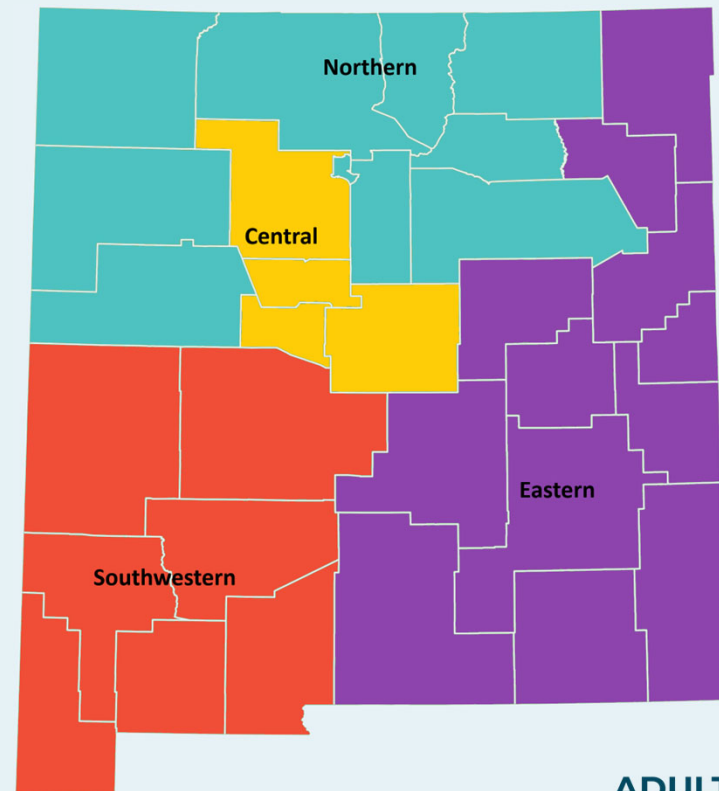
- Please write in a concise and professional manner with consideration to grammar and spelling.
- Pay close attention to word limits in the narrative sections. The review committee may choose not to consider any content past word limits.
- Please attach all charts and graphs (if applicable) as appendices to your application. Label and reference as appropriate in your responses to Demonstrated Effectiveness and the 13 considerations.
 - You can combine the RFA and all other documents into one PDF file, or you can attach your appendices and financial documents to your email at the time of submission.

Application Timeline

ACTION	DATE
Notification of funding availability	January 6, 2025
Date by which to notify NMHED of intent to apply.	January 13, 2025
Pre-application Webinar	January 17, 2025
SUBMISSION DEADLINE	MARCH 21, 2025
Demonstrated Effectiveness Determination	March 28, 2025
Application distribution to local Workforce Development Boards	March 31, 2025
Local WFBs return feedback to NMHED	April 25, 2025
NMHED reviews application and makes final determination of successful applicants	March 31, 2025 – May 9, 2025
Notification to Providers of NMHED Final Determination.	MAY 12, 2025

Local Workforce Board Review

- Per Section 107(d)(11)(B)(i), each local workforce development board will review applications from eligible providers in their region who have demonstrated effectiveness to determine whether such applications are consistent with the local plan; and make recommendations to NMHED to promote alignment with such plans.



Application Sections

1. Signed Cover Sheet
2. Applicant Organization Type
3. Demonstrated Effectiveness
4. Services to be Provided
5. Funding Application Narrative
6. New Mexico Certifications and Assurances
7. Federal Lobbying, Debarment, and Drug-Free Workplace Requirements
8. Budget Forms
9. Financial Statements or Independent Audits for Two Years

APPLICATION WALKTHROUGH

NEW MEXICO HIGHER EDUCATION DEPARTMENT



ADULT EDUCATION AND FAMILY LITERACY
REQUEST FOR APPLICATION

JULY 1, 2025 – JUNE 30, 2029
FUNDING APPLICATION

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3. Demonstrated Effectiveness

- Demonstrated effectiveness section will serve as a pre-screening tool in the application process.
- All applicants must demonstrate effectiveness to be considered for funding.
- All applicants are required to provide performance data demonstrating past effectiveness.
- In a change to previous competitions, no specific data tables are mandated. Agencies may submit performance data using their own formats or narratives.
- Data relevant to agency population should be submitted.
- State Office staff will evaluate if the effectiveness was demonstrated.

Funding Application Narrative

- For the Executive Summary, GEPA, and 13 Considerations A-O, there are individual boxes for each section of WIOA (231, 243, and 225). Please pay close attention to these headers so that your responses are for the funding you intended to apply for.
- If you are applying for multiple sections of WIOA funding, your responses should pertain specifically to the that section of WIOA.
- IELCE providers also need to reply to Q.
- Corrections providers also need to reply to R.

IELCE Services vs Program

- An IELCE program funded under section 243 must provide IELCE activities in combination with integrated education and training (IET) activities.
- If your program applies for and receives an AEFLA section 243 IELCE sub-award in New Mexico's competition, your program must adhere to the requirements of the IELCE program as described in the NMHED IELCE Policy, not merely offer IELCE activities.
- In other words, section 243 funding is not simply a supplement to your section 231 funding, to be used in the exact same way; instead, it is funding to run an IELCE program with all the unique requirements outlined in the policy.

IELCE Program Requirements

- The IELCE program must provide education services to English language learners who are adults, including professionals with degrees and credentials from their native countries.
- The IELCE program must include instruction in literacy and English language acquisition.
- The IELCE program must include instruction on the rights and responsibilities of citizenship and civic participation.
- Include workforce preparation activities (required component of IET programs).
- Include at least one of the workforce training activities as described in WIOA §134(c)(3)(D) (required component of IET programs).

IELCE + IET

- IELCE providers must offer at least one NMHED approved IET or Workplace Literacy activity.
- The program must utilize bridge strategies and other supports to realistically provide students with the tools they need to enter and succeed within the IET program. However, students themselves are not required to participate in the IET program.
- All three components of an IELCE program must be integrated and delivered concurrently and contextually.
- IELCE providers must establish systemic follow-up procedures to monitor a participants' progress towards goals such as employment, transition to postsecondary education or training, and community involvement.

Consideration 3

- Applicants must submit data detailing their past effectiveness for fiscal years 2022-2023 and 2023-2024.
- No specific data tables are mandated. Agencies may choose to submit their relevant data using custom tables, visualizations, or through narrative descriptions.
- Applicants should describe their historic performance in serving eligible individuals within the narrative section.
- Applicants are expected to compare their core performance indicators against the negotiated levels of performance.

Budget Forms & Audits

- Complete the budget form(s) and backup for the sections of WIOA you are applying for.
- Please complete the budget based on the amount you are requesting. If awarded, you will complete another budget based on the actual award amount once determined through an equitable funding formula.
- Except for the Section 231: State budget, administrative cost should not exceed 5% of your award amount.
- In the event your administrative costs on your Section 231 Federal, Section 243 IELCE, and/or Section 225 Corrections budget exceed 5% of your award, you may negotiate with the State Director to increase the cap to a reasonably adequate level of funds to be used for non-instructional purposes.
- Include certified financial statements and/or independent audits for the last two fiscal years spanning July 1, 2022, through June 30, 2024 (FY23 and FY24). If your audit cycle is based on calendar years, provide statements or audits for at least the last two calendar years spanning January 1, 2022, through December 31, 2023.

Evaluation Criteria

NMHED will select awardees based on several factors, which may include the following:

- Selection committee's scoring and recommendations;
- Alignment of proposed applicant activities with need for services in the intended service area(s);
- Evaluation of historic program data provided by applicant;
- Evaluation of cost of service relative to need and cost efficiency; and
- Evaluation of financial statements/audit provided by applicant.

Provider Expectations

- Selected grantees are expected to:
 - Provide services as described under Title II of WIOA.
 - Demonstrate effectiveness in providing services.
 - Collect and keep accurate data records on all participants; including regular uploading of information in the LACES database.
 - Provide an evidence-based instructional program of sufficient rigor, intensity, and quality that substantial learning gains are made.
 - Align curriculum and instruction with the College and Career Readiness Standards and/or English Language Proficiency Standards.
 - Provide opportunities for learning in context- including if possible- through Integrated Education and Training (IET), so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs.

Provider Expectations

- Selected grantees are expected to:
 - Employ well-trained instructors, counselors, data technicians, and administrators.
 - Provide access to high quality professional development, including participation in statewide professional development opportunities including directors' meetings and regional and national conferences.
 - Schedule services so that they meet the needs of individuals in the local community seeking services.
 - Identify and articulate the needs of the eligible individuals in their community.
 - Serve eligible individuals with disabilities, including eligible individuals with learning disabilities.
 - Effectively use technology and service delivery systems, including distance education, in a manner sufficient to increase the amount and quality of learning.

Partnership and Collaboration

- Significant collaboration will be both necessary and beneficial for all local Adult Education provider programs who receive this grant.
- Key partners will certainly include, but are definitely not limited to:
 - NMHED, Propel, and the New Mexico Adult Education Association
 - Many layers of your higher education institution or parent organization
 - Other community-based organizations and agencies, school systems, and local government.
 - Your local workforce board(s) and the NM Department of Workforce Solutions (Titles I and III)
- The 2024-2027 Combined State Plan is to be followed by all covered agencies:
<https://www.dws.state.nm.us/en-us/WIOA/WIOA-Plans-and-Reports>
- Each Local Workforce region will also have a local plan. Programs providing adult education services are expected to align with the local workforce plan in the region(s) they provide services.

Data Expectations

- Selected grantees are expected to:
 - Collect and keep accurate data records on all participants.
 - Input data into state data collection system (LACES) at least once a month
 - Implement routine data quality audits to ensure data accuracy and completeness.
 - Identify and correct data discrepancies promptly.
 - Adhere to federal and state regulations regarding the confidentiality and security of participant data.
 - Regularly review data to assess program effectiveness and identify areas of improvement.
 - Ensure that staff understands the link between data quality and funding accountability.

Awards and Amounts

- Each Section of WIOA (231, 243, 225) will be awarded for a four-year period (FY26- FY29).
- Award amounts will be dependent upon available funding and statewide need. Individual grant amounts will be determined equitably by formula.
- Please make sure that all contact information on your application is correct so you can receive notification in a timely manner.
- Federal funding is subject to sequestration and WIOA reauthorization and could possibly decline in coming years.
- No determination on funding amount should be assumed based on current or previous funding allocations.
- Funding allocations will be sent to providers in early June.

QUESTIONS

Please type all questions in the chat, so that all questions can be captured. If we are unable to provide an answer to a question, we will post the responses to the FAQs page no later than Wednesday, January 22, 2025, by 5 p.m.

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