LOCAL BOARD REVIEW OF THE WIOA TITLE II AEFLA APPLICATIONS

This Information Notice supersedes Workforce Services Information Notice Local Board Review of the WIOA Title II AEFLA Applications (WSIN19-26), dated January 13, 2020.

The California Workforce Development Board (CWDB), the Employment Development Department, and the California Department of Education (CDE) announce the process for the Local Workforce Development Board (Local Board) review of eligible provider applications submitted for the Workforce Innovation and Opportunity Act (WIOA) Title II – Adult Education and Family Literacy Act (AEFLA) grant Request for Applications (RFA) for Program Years 2020-2023.

The WIOA mandates Local Boards to coordinate activities with education and training providers within the Local Workforce Development Area (Local Area) as outlined in WIOA Section 107(d)(11) and Title 20 Code of Federal Regulations 679.370(n). In accordance with WIOA Title II, the AEFLA grant RFA requires Local Boards to review all AEFLA applications submitted to the CDE, from eligible providers within the Local Area, to determine whether the applications are consistent with their Local Plans and submit a recommendation to the CDE.

The AEFLA application review and recommendation period is March 16 through March 27, 2020. In the week prior to the review, Local Board Executive Directors will receive email instructions and a password for accessing applications via an online portal.

To assist Local Board reviewers, the CDE Adult Education Office will host a webinar which will include an overview of the scoring process and a demonstration of the online system. Additional information about the webinar is included below.

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<th>Webinar</th>
<th>Local Board Review of WIOA, Title II: AEFLA Applications</th>
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You must register online to attend the AEFLA application webinar. A confirmation email containing instructions on how to join the webinar will be provided.
Scoring Process Overview

The AEFLA application contains 12 considerations to which an eligible provider must respond. While Local Boards are encouraged to read each eligible provider’s entire application, the following considerations are most relevant to Local Plan alignment:

- Consideration 1: Needs Assessment
- Consideration 4: Alignment with One-Stop Partners
- Consideration 8: Facilitate Learning in Context
- Consideration 10: Partnerships and Support Services for Development of Career Pathways

The Local Boards will score the applications using one of three criteria:

- **Strongly Aligned** – indicates the applicant already has relevant alignment strategies and activities in place and is engaged in a strong partnership with the Local Board. These applicants, if ultimately funded, will be designated as model operations that can inform training and development for others.

- **Aligned** – provides a baseline which suggests the applicant has sufficiently demonstrated an understanding of the Local Plan and has identified some alignment strategies and activities that are or will be implemented.

- **Minimally Aligned** – could suggest one of several factors, depending on the comments in the review. For example:
  - The applicant is new to collaborating with the Local Board.
  - The applicant has been unsuccessful in past attempts to collaborate.
  - The type of provider, such as library literacy programs, have more challenges in aligning with workforce entities.

Specific recommendations for improving alignment will be compiled and shared with the CWDB. The CDE Adult Education Office will use the Local Board comments to develop and provide technical assistance and/or seek support from the CWDB in promoting alignment at the local level.

In addition to the scoring, reviewers are encouraged to provide recommendations to promote further alignment with the Local Plan. The CDE Adult Education Office will consider the review and recommendations provided by the Local Boards when determining the awarding of funding using the following metric:

- Eligible providers that scored 65-69% on the application as a result of the CDE Readers Conferences were deemed borderline pending the Title I review. For these borderline applications, an average rating of “Strongly Aligned” or “Aligned” from the Local Board review will prompt an additional review by the CDE Adult Education Office to reassess or validate the final score.
Any further information regarding the AEFLA application review, scoring and recommendation process or the upcoming webinar, will be electronically transmitted to all Local Board Executive Directors.

For questions, please contact Sandra Hamameh, CWDB, at 1-916-657-1451 or Abby Medina, CDE, at 1-916-327-5711.

/s/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division