

## Description of Documents and Expectations

**KYAE Skills U strongly encourage eligible applicants to submit replies to requests for information in a succinct, clear, and accurate format. It will assist in the review process and minimize the occasion when necessary information cannot be located due to voluminous explanations.**

**Narrative responses include:** 13 Considerations; Program Service Design [including one (1) page for Graphical description]; Integrated Education and Training; Accelerating Opportunity/Fast Track; and Budget Narrative and shall **NOT exceed 21 pages in length** and in compliance with the *Grand Requirements* application format.

**Non-narrative forms** must be completed within the document or a similar format and/or signed and submitted including: Grant Signature Page (remember to secure signatures of jailers who have agreed to host adult education services AND signatures of at least two (2) Community-Based Organizations and at least one (1) Postsecondary Education Partner); Assurances; Required Affidavit for Bidders or Offerors; Service Area; Consortium Member Applicants; Demonstrated Effectiveness, three (3) parts; Service Commitments; and Excel Budget and Personnel Worksheet.

If the eligible applicant applies for an IELCE program, the submission of required information may not exceed five (5) pages (with the same parameters as the narrative above), including budget narrative.

**General Information and Grant Requirements:** Read carefully before completing related forms. Important, guiding information is provided within each document.

**FY 2018-19 Grant Signature Page:** Carefully read and complete. It is important that the information provided on this form is accurate and complete. In addition to general information, it requires signatures, including Authorizing Agents' signatures and partner signatures within the service area. Every jailer and at least two (2) community-based organizations and one (1) postsecondary education institution authorizing agents are required to provide information and signatures as partners with adult education.

**KYAE Skills U Assurances for Adult Education and Family Literacy Act (AEFLA) Grants:** Read carefully and provide authorizing signature and date indicating agreement to the conditions.

**Required Affidavit for Bidders or Offerors:** Read carefully and provide accurate information and signatures (notice a notary public's signature is required).

**Service Area:** Select from the workforce investment areas provided in *Grant Requirements* to indicate what service area the eligible applicant is requesting funding.

**Consortia Member Applicants:** If the eligible applicant is leading a consortium of service providers, complete the form.

**Demonstrated Effectiveness:**

- **Part I, Risk Assessment:** Answer all questions accurately.
- **Part II, Demonstrated Effectiveness Performance:** Provide the most recent three (3) years of data for each performance metric. Place an N/A in sections the applicant or a consortium member does not possess.
- **Part III, Target Population.** Provide the most recent three (3) years of data for each measure. Place an N/A in sections the applicant or a consortium member does not possess.

**13 Considerations:** The 13 considerations are federally mandated as part of WIOA. The consideration is presented. Thought-provoking questions are asked (not intended to be addressed individually) to guide the applicant’s response.

**Service Commitments and Age Appropriate Environment:** Read each expectation carefully. The authorizing agent’s signature indicates the eligible applicant (and consortium members if applicable) agree to these commitments and will ensure their implementation service-area-wide.

**Program Design:**

- **Part I:** Graphically depict an overview of the student’s experience from intake to transition. (Include IELCE program if applying for funding.)
- **Part II:** Complete requests for descriptions of your program of services.

**Integrated Education and Training:** There are several sections for which information is requested. Be sure to complete each section.

**Accelerating Opportunity (AOKY) and/or AOKY Fast Track Career Pathway:** There are several sections for which information is requested. Be sure to complete each section.

**Budget Narrative:** Describe how resources will be allocated to support high quality leadership and instructional services.

**Budget:** The budget should illustrate how funding will be allocated and correspond to the budget narrative submitted.

**Integrated English Literacy Civics Education (IELCE) Program:** If the eligible applicant qualifies (see Integrated English Literacy and Civics Education Program in the Grant Requirements), separate data must be provided on ELL target population, participants enrolled over the most recent three years, and projected enrollment. It is important that the program design clearly describes the required elements of an IELCE Program.

**Resource Tools:**  
**RFA Submission Checklist**

**Personnel Minimum Requirements and Duties:** Guiding document to use when describing roles and responsibilities of staff in program design (and however else the eligible applicant prefers to reference).

**Interactive Staffing Tool:** A valuable, interactive tool to use to create budget scenarios. It includes suggested staffing levels based on service area budgets.

**Definitions:** Definitions of commonly used words/phrases.