

ATTACHMENT A
Virginia Department of Education
Office of Career, Technical, and Adult Education

**2022-2023 ADULT EDUCATION INNOVATION CHALLENGE GRANT
FUNDING GUIDELINES**

The Virginia Department of Education (VDOE) is pleased to announce the Adult Education Innovation Challenge Grant opportunity. Eligible applicants are school divisions and community college providers that operate a regional adult education program and are receiving *Workforce Innovation and Opportunity Act* (WIOA) Title II adult education funds for the 2022-2023 program year. Up to \$2,000,000 is available from program year 2021-2022. Awards will be made for either community adult education programming or correctional and institutional (C&I) programming; applicants must clearly state which type of funds they are requesting. Separate applications may be submitted for both types of funds in increments of \$20,000, up to a total of \$200,000 per provider. Applications must be received by OAEL@doe.virginia.gov **no later than 4 p.m., August 25, 2022**. Applications not meeting the delivery deadline will not be considered.

The purpose of the Innovation Challenge Grant is to provide supplementary funds to providers who have additional capacity to expand programming and partnerships to advance state priorities. Activities must be completed between September 1, 2022 and June 30, 2023.

1) GOALS

VDOE is interested in receiving applications that propose applied innovations for adult education programs. Some examples include:

- Increase enrollment and retention in adult education, correctional, and English language acquisition programs by:
 - Addressing unmet need with additional classes or locations, learning labs, mobile learning facilities and devices, tutoring, or enhanced referrals to and services provided by volunteer literacy organizations
 - Adding community engagement efforts with partners to reach new populations with awareness activities such as library events, family events at local schools, or career awareness events with workforce partners
- Increase measurable skill gains by adding intensive scheduling to provide additional instructional hours; bridge, prep, or transition classes; GED® subject area boot camps; or differentiated instruction
- Address WIOA program priorities such as:
 - Integrated education and training that results in recognized postsecondary credentials including those in high-demand, high wage occupations
 - Workplace adult education and literacy programs or other partnerships with employers or labor management organizations
- Increase program capacity with additional hours for specialized staff such as IET Coordinator, Career Coaches, Data Specialists, or Assessment Coordinators

Applications that propose ideas not on this list may also be considered. Applicants are encouraged to consult with the state adult education office about additional ideas prior to submitting an application.

2) ELIGIBILITY

Eligible applicants are school divisions and community colleges that operate a regional adult education program and are receiving WIOA Title II adult education funds from VDOE for the 2022-2023 program year. Applicants must demonstrate the ability to serve a sufficient number of students for a proposed cohort (if applicable) and to fully expend funds in the given time frame.

3) DURATION OF PROPOSED SERVICES

Activities proposed must be completed between September 1, 2022 and June 30, 2023.

4) COMPLIANCE WITH INTAKE AND ASSESSMENT POLICIES

Students served by the Innovation Challenge efforts must be eligible to receive adult education services in accordance with WIOA, and providers must follow the VDOE intake, [assessment](#), and reporting policies.

5) COMPLETION OF APPLICATION

The completed application must provide the following in this sequence

- 1) Completed cover sheet
- 2) Brief narrative (not more than five pages, double spaced, with 12-point font):
 - a. A design statement that clearly states how activities will support the goal(s)
 - b. A description of planned activities, including locations, materials, and partners
 - c. A recruitment plan and partner commitments (if applicable) that demonstrate the ability to initiate services without delay; an estimate of the number of individuals to be served by the activities
 - d. [IET Planning Tools](#) for any planned integrated education and training cohorts (Tools are not to be counted in the page limit)
- 3) Budget summary indicating amount requested, in increments of \$20,000 up to a total of \$200,000 per provider, and applicable matching funds
- 4) *Statement of Assurances* signed by the division superintendent, community college president, or designee
- 5) Letters of support and partnership, if applicable

6) BUDGET EXPENDITURES

All reimbursements and budget amendments must be submitted appropriately through the Online Management of Education Grant Awards (OMEGA) system. All reimbursements of expenditures must fall under the [Object Codes](#) identified in the budget. Expenses must pertain to a specific Object Code and must be allowable to be considered for reimbursement. Any program expenditure deemed not allowable will not be reimbursed and will be at the expense of the grantee. Indicate an estimate of Career and Training Services (C&TS) per eligible expenditure. See [Directors Memo 018-19](#) for guidance. A final actual cost report will be due by August 18, 2023.

NOTE: Innovation Challenge Grant funds require a 15 percent match of local funds; five percent of the award may be used for administrative costs. Consult the [Adult Education Program Managers Responsibilities Manual](#) (Section III) for further guidance.