

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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Date:	August 29, 2022
Keyword:	AEL; Board Planning; WIOA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Adult Education and Literacy Grant Application Review**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on Board review of grant applications submitted to the Texas Workforce Commission (TWC) for the Adult Education and Literacy (AEL) statewide local provider grant solicitation under Title II of the Workforce and Innovation Opportunity Act (WIOA), also known as the Adult Education and Family Literacy Act (AEFLA).

RESCISSIONS:

WD Letter 20-17, Change 1

BACKGROUND:

TWC is issuing a grant solicitation for local AEFLA services to begin July 1, 2023. TWC must follow the grants award process outlined in 34 CFR §463.20, which requires that TWC consider the degree to which an applicant demonstrates alignment between AEL activities and services and the strategies and goals of the Board plan. The grant solicitation will be posted on the Texas Comptroller of Public Accounts [Electronic State Business Daily](#) website in late summer or early fall 2022.

Per 34 CFR §463.21(b), Boards will review grant applications by providers submitted to TWC by the designated deadline in order to provide TWC with recommendations related to the alignment of AEL services and activities with the Board plan. The Board review process is separate from the grant application evaluation process. TWC will review Board responses to applications after the separate TWC application evaluation and scoring process is complete.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must review AEL grant applications submitted to TWC to provide TWC with recommendations related to the alignment of AEL services and activities with the Board plan. This requirement does not apply to Boards that submit an AEL grant application. If a Board submits an AEL grant application, TWC will perform the Board plan alignment review for all applications submitted for that local workforce development area (workforce area).

NLF: The Board executive director or designee must identify a review committee of no fewer than three members. The committee must:

- include Board members and/or Board staff members;
- designate a point of contact;
- provide TWC with confidentiality and/or conflict of interest statements from each member of the review committee; and
- not include a member representing any real, apparent, or organizational conflicts of interest.

NLF: Boards must ensure that the committee reviews applications and provides TWC with recommendations to ensure alignment with the Program Years 2021–2024 Board plans, which are found on the [Workforce Development Boards’ WIOA Plans](#) web page. However, the committee must not score applications or sections of applications. TWC will facilitate the Board review process as follows:

- Provide the narrative portion of the application to the Board in the workforce area for which the applicant has submitted an application. Application budgets will not be sent to the Board for review.
- Send the application to each Board if the application is associated with multiple workforce areas.
- Provide a form for Boards to complete and submit to TWC by the deadline designated on the form or as directed by TWC.
- Identify questions related to Board plan alignment
- Provide a date by which Boards must submit the review committee’s recommendations once the grant solicitation is released.

NLF: As set forth in 34 CFR §463.20, Boards must consider the extent to which the grant application aligns with the Board plan based on the following:

- Identifying regional needs and services and the strategies and goals in the Board plan

- Serving individuals in the community who have been identified in the Board plan as most in need of AEL activities, including individuals who:
 - have low levels of literacy skills;
 - lack a high school diploma or its equivalent; or
 - are English language learners
- Serving individuals with disabilities, including individuals with learning disabilities, or individuals with barriers to employment
- Identifying the activities and services of one-stop partners
- Providing access to and promoting concurrent enrollment in Board or Vocational Rehabilitation services
- Coordinating with community education, training, and social service resources in the development of career pathways described in the application by establishing strong links with:
 - elementary and secondary schools;
 - postsecondary educational institutions and institutions of higher education;
 - Boards and Workforce Solutions Offices;
 - job training programs and social service agencies;
 - business and industry;
 - labor, community-based, and nonprofit organizations; and
 - intermediaries.

NLF: Boards must be aware that once the AEL grant solicitation is published, TWC will issue a revision to this WD Letter to provide complete instructions on the AEL grant application review requirements.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

None

REFERENCES:

Workforce Innovation and Opportunity Act, Title II, Adult Education and Family Literacy Act

34 CFR §463.20–34

WD Letter 18-20, issued October 15, 2020, and titled “Local Workforce Development Board Planning Guidelines for Program Years 2021–2024”