

**New Hampshire Department of Education**  
**Adult Education - Expanding Access, Reducing Waiting Lists Competitive Grant**  
**Bureau of Adult Education**  
**April 1, 2024**

**Summary:** The New Hampshire Department of Education (NHED) is issuing a request for applications (RFA) to target federal funds for expanding access to and reducing waiting lists of approved adult education & literacy programs.

**Dates:** Application available April 1, 2024. Applications will be considered on a rolling basis. The application period will close at 4:00 PM on May 5, 2024. Submit applications using the attached application. Awardees will be notified within two weeks of application.

**Purpose of the Program:** The purpose of this competitive grant is to target Federal WIOA Adult Education funds to eligible WIOA Adult Education programs in support of reducing waiting lists and expanding access to adult education services before the end of the program year, June 30, 2024.

**Eligibility:** WIOA Adult Education programs awarded grants under RFP-2023-BAE-001 with an approved FY24 budget in the Grants Management System.

Applicants must also meet the following eligibility requirements:

1. Have expended at least 60% of their original FY24 allocation
2. Have submitted a year-end projection worksheet demonstrating that they have a need for additional funding
3. Provide data demonstrating a need for funding to serve either prospective students on a waiting list or enrolled students needing additional instructional hours prior to the end of the FY24 program year

**Total Funding Available:** \$300,000

**Estimated Award Amounts:** There is no minimum or maximum award.

**Provision of Services:** Funds must be obligated by June 30, 2024 and submitted for reimbursement in the Grants Management System by August 15, 2024.

**For Further Information:** contact Sarah Wheeler, [Sarah.L.Wheeler@doe.nh.gov](mailto:Sarah.L.Wheeler@doe.nh.gov)

**Submission:** See attached application.

**This grant program has one absolute priority. Applicants must meet the absolute priority.**

**Absolute Priority: Increasing access for prospective and/or enrolled students.** This grant priority focuses on expanding access to adult education services for the following students:

- Currently on a waiting list because current classes are at maximum capacity.
- Needs additional instructional hours to become NRS eligible or to have sufficient hours between assessments to post-test prior to the end of the program year.

As of March, 2024, there were more than 500<sup>1</sup> prospective students statewide on the waiting list in LACES and the Bureau was notified by three agencies that they have implemented waiting list procedures due to classes being full. This funding may be used to provide additional classes to meet the needs of these students until the end of the program year.

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<sup>1</sup> Some of these students may be prospective portal students who are not yet eligible to be removed from the waiting list.

Also as of March, 2024, there were 63 students with 0 – 11 hours statewide who could be captured as NRS eligible participants and an additional 693 with 12 – 39 hours between assessments. The state’s Measurable Skill Gain rate is currently 17% with a negotiated target of 30%. This funding may be used to increase the instructional hours for these students to make them eligible for posttesting prior to June 30, 2024.

Applicants must provide details on the strategy(ies) proposed to expand adult education services prior to the end of the program year. This may include expanded instructional hours such as:

- Adding new class(es)
- Increasing the hours of current class(es) through direct in-person instruction, remote instruction, proxy hours, learner mastery hours and/or teacher verification hours as defined in the 2023-2024 NH Data and Assessment Policy

The funding may also be used for increased support staff hours for activities such as:

- Contacting and enrolling prospective students
- Scheduling and administering assessment tests
- Counseling students for postsecondary transition after exit but before June 30<sup>th</sup>

The budget may only include direct costs associated with providing increased instructional hours such as instructor salaries and benefits, books, materials, and other such costs.

The Applicant must set a performance target and describe how progress toward the target will be evaluated and reported to NHED by the end of the program to ensure that the center will meet its target performance goal.

**Scoring Process:** Grants will be scored by at least three independent reviewers according to the criteria below. Scores will be averaged into one overall score. After scores are determined, applications meeting the minimum score of 70 points will be awarded in the order in which they were received, until funds are depleted. Therefore, not all applications will be funded unless the total requests are less than or equal to the total amount of funding for this competitive grant. The NHED reserves the right to adjust budget requests as needed based on reviewer scores and rank order.

**Any funding that is not awarded through this RFA will be carried forward into FY25 and added to the formula for next year’s grant allocations.**

**Scoring Criteria: Adult Education – Expanded Access 2024 New Hampshire Dept. of Education**

<b>Criteria</b>	<b>Points</b>				
Application meets the requirements of the <b>absolute priority, expanding access to adult ed services</b>	<b>24 points</b> Application supports absolute priority completely.	<b>18 points</b> Application supports absolute priority to a strong degree.	<b>12 points</b> Application supports absolute priority to a moderate degree.	<b>6 points</b> Application supports absolute priority to a minimal degree.	<b>0 points</b> Application does not support absolute priority.
Applicant has a <b>demonstrated need</b> for additional funding because the current grant award has or is projected to be completed expended.	<b>24 Points</b> Applicant demonstrates a compelling need for additional funding; more than 60% of FY24 funding is expended and projections indicate 100% will be expended by 6/30/24.	<b>18 points</b> Applicant demonstrates a moderate need for additional funding; at least 60% of FY24 funding is expended and projections indicate 95% will be expended by 6/30/24.	<b>12 point</b> Applicant demonstrates some need for additional funding; at least 50% of FY24 funding is expended and projections indicate 90% will be expended by 6/30/24.	<b>6 points</b> Applicant includes minimal demonstrated need for additional funding; less than 50% of funding is expended and projections indicate 85% will be expended by 6/30/24.	<b>0 points</b> Applicant does not demonstrate need for additional funding.
Applicant has a <b>demonstrated need</b> for additional funding to meet the needs of prospective students on a waiting list and/or enrolled students who could become NRS eligible or earn MSG.	<b>12 points</b> Applicant demonstrates a compelling need for funding to meet student needs; there is a waiting list and there are students needing additional hours.	<b>9 points</b> Applicant demonstrates a moderate need for funding to meet student needs; there is a waiting list or there are students needing additional hours.	<b>6 points</b> Applicant demonstrates some need for funding to meet student needs; there are some students on a waiting list or needing additional hours.	<b>3 points</b> Applicant includes minimal demonstrated need for funding to meet student needs; there are a few students needing additional hours.	<b>0 points</b> Applicant does not demonstrate need for funding to meet student needs; there is not a waiting list or students needing additional hours.
Application identifies how the proposed funding will <b>expand adult education services by June 30, 2024.</b>	<b>12 points</b> Explanation is clear and compelling with supporting detail; multiple strategies proposed.	<b>9 points</b> Explanation is clear with some supporting detail; several strategies proposed.	<b>6 points</b> Explanation is included; lacks supporting detail; only one strategy proposed.	<b>3 points</b> Explanation does not support the grant activity; no proposed strategy.	<b>0 points</b> Explanation is incomplete or missing.
<b>Performance measures</b> and outcomes align with the program activity	<b>12 points</b> Performance measures are clearly written, align with the program activity <b>and</b> outcomes.	<b>9 points</b> Performance measures align with the program activity <b>and</b> outcomes.	<b>6 points</b> Performance measures show some alignment with the program activity <b>or</b> outcomes .	<b>3 points</b> Performance measures are included; however do not align with the program activity or outcomes.	<b>0 points</b> Performance measures and outcomes are not included or are very general.
<b>Budget</b>	<b>16 points</b> The budget is reasonable, necessary and complete; includes direct instructional costs.	<b>12 points</b> The budget is complete; includes direct instructional costs.	<b>8 points</b> The budget is included; is unreasonable for the activity or includes non-directly related costs.	<b>4 points</b> The budget is incomplete or inconsistent with activity.	<b>0 points</b> The budget is not included, is not reasonable or necessary, and/or does not support the activity.
<b>Total points possible</b>	100				

NH Adult Education  
 Adult Education Federal Funds – Expanded Access Competitive Grant Application  
 April 1, 2024

Email completed application to: [AdultEd@doe.nh.gov](mailto:AdultEd@doe.nh.gov)  
 NOTE: Awards will be granted on a rolling basis until May 5, 2024.

Center Name:		Date:	
Person Completing Application:		Email:	
<b>Eligibility</b>			
<input type="checkbox"/>	I confirm that this center has an approved WIOA Adult Education program.		
<input type="checkbox"/>	I confirm that this center has an approved FY24 budget in the Grants Management System.		
<input type="checkbox"/>	I confirm that I have submitted the FY24 Projection Worksheet to the Bureau.		
<p>1. a. Please enter your original FY24 allocation, the amount spent so far this year and calculate the percent of current funding expended.          b. Enter the projected expense total by the end of the program year from your submitted projection worksheet and calculate the projected percent expended by the year.          c. Enter the month of your last submitted monthly report (from GMS).</p>			
From GMS	Original Allocation	Current Expended Amount	Percent already expended
			Projected Expense Total by 6/30/2024
			Projected percent expended by 6/30/2024
			Month of last submitted monthly report
<b>Federal Funds</b>			
<b>State Funds</b>			
<b>Total</b>			
<p>2. Please enter the number of currently enrolled students, prospective students, waiting list students from LACES and the number of currently enrolled students with less than 40 hours between assessments.</p>			
Current Enrolled	Prospective	Waiting List	Currently Enrolled, less than 40 hrs between assessments
<b>Absolute Priority</b>			
<p>3. Please explain why the program needs additional funding to address prospective students, waiting list students or currently enrolled students needing additional instructional hours.</p>			
<p>4. Please describe the proposed strategy(ies) for expanding access to adult education services for prospective students, students on a waiting list and/or others needing additional instructional hours before the end of the program year.</p>			
Prospective Students	Waiting List Students	Currently Enrolled need hours	

Performance Measures

5. Please describe how the performance will be measured for the impact of this additional funding. Measures may be related to enrollment, measurable skill gain, number of instructional hours.

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Budget

6. Please include a detailed budget and budget narrative explaining any calculations using the following **GMS Categories** and line items as applicable.

Category	Line Item	Amount	Narrative Description
Administrative	Salary		
	Benefits		
Support	Salary		
	Benefits		
Instructional	Salary		
	Benefits		
	Professional Technical Services		
	Property Services		
	Other Purchased Services		
	Supplies		
	Property		
	Other Objects		
	Other Uses of Funds		
	Total Amount Requested		