Welcome

Discussion of Wimba as a meeting option: Due to state cuts, we will see more of Wimba meetings. Wimba meetings are more economical for all parties. Travel costs are cut, reducing the impact on program funds; travel time is cut, reducing the time away from programs. Wimba will not completely replace standard meetings, but it is here to stay.

Please contact Nate at UEN to create your *myuen account* and to get access to create a Wimba room.

Funding Formula Discussion

Presented the Funding and Performance Analysis program year 2005-06(URAED), 2006-07 (URAED) and 2007-08 (UTopia)

This document shows the dollar amount awarded each CBO program; the percentage of the dollar amount awarded to CBOs statewide, the outcomes (level gains) achieved in that year, the percentage of outcomes statewide, and finally the dollar amount per outcome.

Outcomes are based on the data entered in UTopia or reported in previously submitted URAEDs.

We understand that your dollars-per-outcome are going to be higher due to the work needed in getting some of the lower students to a level gain.

We need to move forward with a funding formula and good data management. We hope that this document is an eye opener for you. It was for us as we looked at not only CBO data but state district data as well.

How will this data affect funding? We would like to create a funding formula to address the importance of program improvement and outcomes.

Two CBOs will not be continuing with this grant. The two programs are Price City Library and IRC. The 09-10 awarded funds they had received will be distributed equally amongst all other AEFLA providers.

As we look at data be aware that we would not compare CBOs to school districts. Your funding formula will reflect what works for CBOs.

Presented Analysis Charts

Discussion on Analysis Chart and Bar Charts

Discussion point—if you have sites that you have not identified you may not have those outcomes credited to you. You need to alert us and find a way with UTopia to tag your program name to those students/classes as a site from your program. Our office will work to find those students/classes that have not been defined as your students. We will see if we can re-run the numbers to get a more accurate count.

Funding Formula

In creating a new funding formula the procedure will be the first year of the grant will be awarded as per grant award; the second year would be based on outcomes from the first year.

Targets are by person. Level gains only are complete total of level gains. A person may have more than one level gain per year, but can only be reported in the target area once. We would like to see a funding formula designed and implemented for CBOs for this coming program year. If a funding formula is not utilized for this coming year, it will be implemented with the new competition in program year 10-11.

Presented Funding Formula Worksheet
Discussion of a CBO funding formula
Voted on implementing funding formula for program year 09-10
4 Yes
5 No
A funding formula will not be implemented for program year 09-10.

OVAE is anticipating having the Workforce Investment Act (WIA) reauthorized later this year. This information did impact our decision not to hold a new competition for 09-10. We will, however, be holding a new competition in March 2010 for program year 10-11. The new competition will be held regardless of the WIA reauthorization although it is our hope that reauthorization will have taken place before a competition is opened.

The new competition will focus on moving students onto post-secondary or training programs, getting a job, and retaining a job. You will be required to participate with partners more wholly to move students along. Greater emphasis will be on targets as well as level gains. Our office will require higher accountability utilizing desk monitoring and program monitoring.   Programs will need a minimum of 20 people in the program to be continually funded. This is not to say that you don't fill a niche within your community, but rather to say that we need to be accountable for monies awarded. In other words where will we see the greatest impact with students with federal dollars?

Right now 25% of employment opportunities require some type of post-secondary educations. We see that percentage only going higher in the future.

Grant Application
The grant application is online. There is also a power point presentation online providing guidance in completing the application. Grants will be submitted electronically this year. Grants are due May 1. If your program has the capability to do electronic signatures, you may submit the document completely electronic. Otherwise the signature page must be printed out, signed by the appropriate people and mailed or brought to the USOE, attention Marty Kelly. All components of the grant applications must be submitted and received by 5:00 p.m. on May 1.

Target page—this is the page where we negotiate targets. In the next competition, targets will play a greater role. Be aware that a funding formula may be very different depending on the emphasis OVAE puts on targets/goals.
We will be looking at this target sheet for the coming year in relation to what you have currently done with your grant and historically over past years. We may be having some individual program discussions about continuing the grant. We will be asking the questions that should help you determine if this is the grant for your program. Pay attention to your target/goals sheets for this coming year.

Please remember as you save the document to save it using your program name and the type of grant you are submitting. This will ensure that your grant is received and we know that it belongs to you.

Please use the budgets amounts that Marty sent you in an earlier email. These amounts are not the final figures. We are waiting for the official amount from OVAE. Please know that these amounts will most likely change. When we receive the official amount, we will send you the corrected figure. You will need to resubmit your budget sheet, narrative and targets showing the adjusted amount.

CBOs must attach any MOUs with the grant application. They can be attached to the grant application submission email.

Inventory Policy

This is an AEFLA requirement. We have to account for everything that is purchased with adult education money. When you write your grant you have to indicate what you will be purchasing for supplies and materials. When you submit a reimbursement and it is signed off (your business administrator and you); you are stating that you have documentation of those purchases and those items were purchased for that amount you are submitting and the items are being used solely for adult education. This backup documentation needs to be kept for 7 years, 3 years on site and 4 available.

The last page of the policy is a sheet for your use to inventory purchases. We are asking that you start with the upcoming year and begin creating the inventory list from what you purchase from July 1, 2009 forward. This is for non-consumable materials and property. You will not need to retroactively inventory unless we specifically request that you do so. When we conduct a program monitoring we will ask to see the inventory document plus the backup documentation for the inventory. You need only to inventory items on this form that are purchased with AEFLA funds whether it is purchased in full or in part from this grant. You will need to declare on this form the percentage of the purchase from your awards and the source of the other funds and their percentages of the purchase.

Monitoring Tool

Page 6, Section C1:   Staff needs to be aware of NRS policies, the purpose of the NRS tables, the interpretation of the tables, the purpose of assessment, and so forth as specified in this section. We will be putting together a NRS power point training for you to use with your staff. You will need to inservice your staff every year. This will need to be documented. Documentation accepted will be an agenda and sign in sheet.

Summer Institute

Summer Institute will be held Aug 3 and 4, 2009 at Murray High School. This is for all of your teachers. We will be covering the costs for institute. Teachers traveling over 100 miles one way may be eligible to request lodging.

We are working on the agenda and we will be sending that out.

We are still looking for presenters. If you know of someone who would like to present, let Shauna and Sandi know.

Volunteers are welcome to attend. They will be provided the continental breakfast and lunch. They will not have to pay to attend.

UTopia

This coming program year on the SEOP, the goal of improve my entering functioning level will be a default goal. The other goals will be there for you to select from. The expectation is that you will ask students to choose other goals (at least one) that they can realistically achieve in the program year. Base the appropriateness of the goals set on the date the student entered your program. Someone entering your program in November will have more time to achieve goals than would a person entering your program in April.

Proof of residency must be marked on the UTopia screen and the backup documentation must be kept in the student file. Passports or Visas do not constitute residency. An 'I-94' alone will not work as it only denotes the person is a refugee; it does not show residency. Please see the adult education board rule for a complete list of approved residency documentation.

Thank you. Have a great day.