

## **Helpful Tips for Success: Implementation of WIOA, Title II: AEFLA Grant**

- Workforce Innovation and Opportunity Act: Adult Education and Family Literacy Act is commonly known by its acronym, WIOA, Title II: AEFLA
- As a reimbursement grant, agencies must maintain a healthy cash flow to fund their programs in order to claim reimbursements on a quarterly basis
- Know your budget and pay close attention to your expenditures
- Know the allowable and non-allowable costs
  - As a supplemental grant, AEFLA funds can be used for personnel salaries and benefits to support and expand an adult literacy program; however, AEFLA funds must not supplant existing personnel positions or programs. Some examples of personnel positions include instructional aide, tutors, and teachers. Hiring new teachers to expand an adult literacy program is allowable.
  - AEFLA funds can be used to buy supplies, including computing device up to \$5,000 per unit.
  - AEFLA funds can be used for professional development, including reasonable costs of traveling, hotels, and meals.
  - AEFLA funds can be used to pay insurance and operational costs such as custodial service.
  - As a supplemental grant, AEFLA funds cannot pay for food, water, gifts, loan interests, furniture, equipment, etc.
- When in doubt, always get approval prior to expending funds
- Keep track of your in-kind contributions, including facility, utilities, custodial service, volunteer hours, donations, etc.
- Develop and implement data collection procedures, including pre-test and post-test assessments, and data entry in TopsPro Enterprise (TE)
- Know your agency's teacher credentialing requirements
- Complete and submit all deliverables on time
- On data collection: Pre and post testing, tracking actual instructional hours (on a per student basis) for the update / test record.