



**UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION**

TENTATIVE

Workshop Goals

- Enhance new State directors' knowledge of program requirements and other key components and the Adult Education and Family Literacy Act (AEFLA) and applicable formula grants administration requirements from the Education Department regulations and OMB Circulars.
- Provide new State directors with the resources and tools needed to effectively manage day-to-day State-level adult education operations consistent with federal law and relevant regulations.
- Facilitate development of mentoring relationships among experienced and new State directors and foster networking relationships among new directors who share similar experiences.

***Tuesday,
September 23rd***

Day 1 Fundamentals of AEFLA and Federal Grants Policy

- Objectives:**
- Introduce new directors to their State colleagues and Federal staff
 - Discuss the role of the director as the visionary for adult education within the State and use the AEFLA State Plan to “connect the dots” between policy and practice
 - Provide participants with basic knowledge for administering the adult education program in the State based on AEFLA and federal regulations and guidelines
 - Familiarize participants with fundamental requirements and considerations in making awards to local providers and monitoring local programs

7:00 AM – 7:45 AM **Continental Breakfast**

7:30 AM – 4:30 PM **Registration**

8:00 AM – 9:00 AM **Welcome/Introductions/Meeting Objectives**

9:00 AM – 10:15 AM **State Plan Development**

10:15 AM – 10:30 AM **Break**

10:30 AM – 12:00 PM **Administering the State Program: Key State Responsibilities under AEFLA, Appropriations Law, and other Federal Policies**

12:00 PM – 1:30 PM **Working Lunch**

- 1:30 PM – 3:00 PM **Basic Grants to Providers: Award Considerations and Monitoring**
- 3:00 PM – 3:15 PM **Break**
- 3:15 PM – 4:15 PM **Regional Meetings**
- 4:15 PM – 4:30 PM **Progress Assessment**

***Wednesday,
September 24th***

- Day 2** **Accountability: Fiscal Administration and Quality Data Systems**
- Objectives:**
- Identify fiscal administration requirements within AEFLA and applicable Federal grant regulations and demonstrate how to complete the required financial status report (FSR)
 - Provide participants with the ability to: (1) budget and expend funds within the floors and caps identified in AEFLA; (2) monitor, track, and report on those funds; and (3) understand which common costs are allowable and which are unallowable
 - Provide foundational knowledge of the creation and evolution of the National Reporting System (NRS) and familiarize participants with core and secondary program measures
 - Identify keys to developing and maintaining a quality data system, and explain recent OVAE assessment policy regulations

- 7:00 AM – 8:00 AM **Continental Breakfast**
- 8:15 AM – 9:30 AM **Overview of Financial Status Reports (FSR) and Introduction to In-Basket Activity**
- 9:30 AM – 9:45 AM **Break**
- 9:45 AM – 10:30 AM **In-Basket Activity – Financial Issues: FSR, MOE, and Matching**
- 10:30 AM – 11:00 AM **Report Out and Feedback**
- 11:00 AM – 11:45 AM **Significant Program Cost Considerations**
- 11:45 AM–1:15 PM **Lunch (on your own)**
- 1:15 PM – 2:15 PM **Introduction to the NRS and its Performance Measures**
- 2:15 PM – 3:15 PM **Accountability: Data Quality Standards and Assessment Regulations**
- 3:15 PM – 3:30 PM **Break**
- 3:30 PM – 4:15 PM **Regional Meetings**
- 4:15 – 4:30 PM **Progress Assessment**

*Thursday,
September 25th*

Day 3 Leadership Activities and Peer Advice

- Objectives:**
- Identify allowable State leadership activities and their criticality in carrying out strategic vision and policy for the State's adult education system
 - Explain OVAE's vision for national leadership activities and identify DAEL current portfolio of projects supported through national leadership funds
 - Provide participants with parting advice from experienced State directors

- 7:00 AM – 8:00 AM **Continental Breakfast**
- 8:00 AM – 8:45 AM **State Leadership Activities**
- 8:45 AM – 10:00 AM **State Directors Panel**
- 10:00 AM– 10:15 AM **Break**
- 10:15 AM – 10:45 AM **DAEL Monitoring Process**
- 10:45 AM – 11:45 AM **DAEL Vision for National Activities and Portfolio of Projects**
- 11:45 AM – 12:00 PM **Wrap-Up and Adjournment**
- 12:00 PM – 2:00 PM **Pre-Scheduled Time with Area Coordinators**