Adult Education

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Additional information about USBE staff can be found here: https://schools.utah.gov/orgchart

USBE Program Website and Quick Links:

- [Utah State Board of Education Adult Education](#)
- [U.S. Department of Education Office of Career, Technical, and Adult Education](#)
- [AEFLA Adult Education and Literacy](#)

Overview of Program

Funding source

Title II of the Workforce Innovation and Opportunity Act (WIOA) or the Adult Education and Family Literacy Act (AEFLA) is a federally-funded program that supports programs that help adults get the basic skills they need including reading, writing, math, English language proficiency, and problem-solving to be productive workers, family members, and citizens.

Utah also provides restricted state legislative funding for adult education. These funds support school districts in providing adults with the basic skills they need, as discussed above.

Description

Utah adult education programs provide transformative, learner-centered, high-quality, evidence-based education that leads to sustainable employment and personal success. Adult education services consist of three core services as follows:

1. Adult Basic Education (ABE)
    Adult Basic Education programs provide instruction to adults with academic levels below the 9.0 grade level and are designed to assist individuals in preparing them for post-secondary education and training, future employment, and personal success.
2. Adult Secondary Education (ASE)
    The Utah Adult Secondary Education program is a program of instruction that leads to an Adult Education Secondary Diploma. Students may earn a Utah High School Completion diploma by passing the high school equivalency test recognized by the Utah State Board of Education.
3. English Language Acquisition (ELA)
    English Language Acquisition is a program of instruction designed to assist students learning English in becoming literate in the English language. English Language Acquisition is provided to students with less than a post-secondary level in reading, writing, listening, and speaking that leads to a secondary school diploma or its equivalent and transitioning to post-secondary education and training, future employment, and personal success.

Availability of Funds

The program provides adult education services to students in need, with approximately $4.5 million in federal funds available to eligible providers in multiyear grants awarded

through a competitive application process. An additional $18.5 million of state legislative funds are allocated annually by formula to school districts.

Website for Grant Application:

Adult education grant applications are in [Utah Grants](#).

Additional Guidance

Federal law and non-regulatory guidance establish the requirements for Title II AEFLA funds.

State statutes authorizing and guiding adult education can be found here: Utah Code [53E-10-2](#) and Utah Code [53F-2-401](#).

Utah State Board of Education rules (Board Rules) governing adult education can be found here: [R277-702](#) and [R277-733](#).

The [Utah Adult Education Policy and Procedures Guide](#), incorporated by reference in R277-733, provides guidance on how to implement the various requirements of the laws and regulations in adult education programs.

Supplemental Guidance

This Adult Education Program Guide is intended as a supplemental resource to answer common questions related to allowable uses of adult education funding. Information contained herein does not replace or revoke guidance received directly from USBE staff. LEAs are encouraged to seek personalized assistance from the USBE to clarify the guidance provided in this document as needed.

Purpose of Document

The Adult Education Allowable Expenditures Program Guide is a resource designed to assist local educational agencies (LEAs), Adult Education Directors, and staff in designing and implementing an effective local adult education program in compliance with state and federal funding requirements.

This Adult Education Allowable Expenditures Program Guide is based on state staff's interpretation of federal and state code, as well as the regulations and guidance issued by the U.S. Department of Education and the Utah State Board of Education. It includes several samples of allowable costs that are not intended to be universally applicable. These samples are not official templates and should be adapted to meet specific LEA requirements.

If there are any doubts about the applicability of the samples, LEAs should consult with the adult education team at the Utah State Board of Education (USBE) for clarification.

Applying for Funds

The Utah State Board of Education has implemented a common Electronic Grants Management System (EGMS), known as the Utah Grants [(Utah Grants Login Page)](#). Utah Grants provides a common, centralized, end-to-end grants system. All flow-through funds are managed and tracked in Utah Grants. Utah Grants is a comprehensive solution for grant life-cycle management, including grant applications, budgeting, awards, revisions, reimbursement requests, progress reports and monitoring.

AEFLA federal funds are awarded through a multiyear competitive application process. Organizations must have demonstrated effectiveness in providing adult education and literacy activities in order to be considered an eligible provider.

For questions on Utah Grants, please contact the Utah Grants Support Desk: (801) 538-7604 or utahgrants@schools.utah.gov.

Additional Guidance on Grant Requirements

- **Eligibility Considerations:** Costs must be tied to the provision of adult education and literacy activities to eligible individuals as follows:
    - Is sixteen years of age or older;
    - Is not enrolled or required to be enrolled in secondary school under State law;
    - Is a resident of Utah or a border community; and
    - Meets one of the following criteria:
        - Is basic skills deficient;
        - Does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
        - Is an English learner.

- **Necessary and Reasonable Guidance:** For a particular cost to be allowed, it must be necessary and reasonable for proper and efficient performance and administration of the program/grant. A cost is reasonable if it does not exceed what a district would normally incur in the absence of federal funds. Additional guidance about standards for determining costs for federal grants is available from the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR Part 200](#)).

- **Important Notes about Supplement vs. Supplant:** Federal funds are used to supplement, not supplant, state and local funds for education. Under these rules, federal education funds must be used to provide additional educational services or activities that would not have been possible without the federal funds. In practice, this means that schools and districts must carefully track their spending and ensure that federal funds are used to support new or expanded programs, activities, or services that are not already provided with state or local funds.

- **Evidence-Based Strategies:** Utilizing evidence-based strategies for implementation is important for schools because it ensures that the program has been rigorously tested and has a proven track record of success. Evidence-based strategies are interventions, practices, or programs that have been shown through scientific research to be effective in achieving specific outcomes. By choosing evidence-based strategies, schools can have confidence that they are using approaches that have been shown to be effective in

achieving the desired goals. There are several reasons why schools should select evidence-based strategies when developing a program:

1. They have been proven to work: Evidence-based strategies are based on scientific research, which means that they have been tested and shown to be effective in achieving specific outcomes. By using evidence-based strategies, schools can be confident that they are implementing approaches that have been proven to work.

2. They save time and resources: Implementing evidence-based strategies can be more efficient and cost-effective than developing a program from scratch. Evidence-based strategies are often accompanied by training and implementation materials that have been refined over time, making it easier for schools to implement them successfully.

3. They improve outcomes for students: Evidence-based strategies are designed to improve outcomes for students, whether that's academic achievement, social-emotional development, or behavior support. By using strategies that have been shown to be effective, schools can help their students reach their full potential.

4. They enhance accountability: Using evidence-based strategies can help schools use resources effectively and achieve the desired outcomes. By using strategies that have been tested and proven to be effective, schools can show that they are being accountable to their stakeholders.

- **Consultation with Stakeholders:** Consultation with stakeholders is a critical requirement for organizations receiving federal grants related to education. These grants aim to improve educational outcomes for students, and as such, it is important to involve various stakeholders in the planning and implementation process. Stakeholders in the education sector can include representatives from local school boards, parent-teacher associations, community organizations, teacher unions, and higher education institutions. It may also include education experts, researchers, and policymakers. The consultation process typically involves holding meetings or forums where stakeholders can provide feedback on the proposed educational programs or initiatives. This can include sharing concerns, suggesting improvements, and identifying potential issues that may arise. The grant recipient is expected to consider this feedback and incorporate it into their plans as appropriate. By involving stakeholders in the planning process, grant recipients can build

stronger relationships with their communities, increase transparency and accountability, and ultimately achieve better outcomes for students.

Allowable Expenditure Funding Guidance:

The following chart lists budget items for the programs/grants:
- 1609 - Adult High School (state)
- 5613 - Corrections Education (state)
- 7581 - Prisons and Institutions (federal)
- 7583 - Adult Basic Education (federal)
- 7584 - Integrated English Literacy and Civics Education (federal)

The list is not exhaustive and includes mostly those items that have surfaced over time and that have prompted additional discussion or guidance.

Key:

✅ - Allowable

⚠️ - Allowable under certain circumstances

❌ - Not Allowable

Allowable Expense	Budget Item	Additional Information
✅ Allowable	Advertising	Allowed for program outreach, recruitment of personnel, and other specific purposes necessary to meet the requirements of the grant. Should not be used to purchase "swag."
❌ Not Allowable	Alcoholic Beverages	
❌ Not Allowable	Capital Expenses	
⚠️ Allowable under certain circumstances	Childcare	Can pay for childcare during the time a student is in class and traveling to and from class. Must restrict total childcare and transportation expenses to 5% of total program budget. Should utilize partner funds if possible.

⚠️ Allowable under certain circumstances	Commencement and Convocation	May utilize state funds for commencement and convocation costs. Federal funds may not be used for commencement and convocation costs.
✅ Allowable	Conferences	Usually considered an administrative cost.
⚠️ Allowable under certain circumstances	Food	May utilize federal funds for the costs of meals associated with conferences. May utilize state funds for food costs for training, staff meetings, and students.
❌ Not Allowable	Fundraising, solicitations, gifts, or investment costs.	
❌ Not Allowable	Entertainment	
❌ Not Allowable	GED® Tests	Funds (both state and federal) can be used to purchase GED® Ready practice tests. May utilize state funds for GED® test administrator salaries.
❌ Not Allowable	Lobbying	
❌ Not Allowable	Scholarships and student aid costs	
⚠️	Transportation	Must restrict total transportation and childcare costs to 5% of total program budget. Should utilize partner funds when possible.

Allowable under certain circumstances		
⚠️ Allowable under certain circumstances	Travel	Some travel would be considered administrative costs (such as for professional learning opportunities) and would be capped at 5% of total program budget.