# Adult Education Provider Applications Review Policy

The Kansas Board of Regents (KBOR) has implemented a competitive process for distributing federal WIOA Title II (Adult Education) funds and allow eligible entities to compete for these funds by demonstrating their proven success in providing adult literacy services and by indicating how their programming aligns to and supports the 13 considerations found in Sec. 231(e) of the WIOA legislation. The competition application process will include the involvement of Local Workforce Development Boards.

Whenever KBOR opens the procurement process for distributing federal WIOA Title II funds, KBOR staff will send Local Workforce Development Boards an estimated number of Adult Education applications that will be submitted that that will provide adult education services in their workforce development area. This estimate will be based on potential applicants submitting a letter of intent to apply.

Local Workforce Development Boards will decide who will read and provide feedback on their area’s Adult Education provider applications. Representatives must include one or more local board members, and may include workforce center representatives, and/or other designees. Local Workforce Development Boards need to submit the representative(s) information to the designated staff at KBOR that will be announced before the procurement process.

In selecting application reviewers, careful consideration must be given to avoid conflicts of interest. Reviewers should not be local grantees, and should not stand to benefit financially from the grant awards.

The Chair of the Local Workforce Development Board and the President/CEO will receive the Adult Education provider applications from staff at KBOR. Designated representative(s) will review the applications and document feedback. Feedback should focus on the “Collaboration and Contextualization” section of the applications and highlight how well the Adult Education provider application aligns to the local workforce development plan as well as strengths, recommendations and questions about the application. Feedback will be documented on a form provided by KBOR. Representative(s) can either conduct the review virtually or collectively in-person:

* 1. If done virtually, each local board should submit one form per applicant. Feedback should be compiled to create one composite form per applicant.
	2. If done collectively in-person, representative(s) should develop and submit one collective form per applicant.

All reviews should be submitted by email to KBOR by the designated deadline date (adultedreports@ksbor.org). The Local Workforce Development Board feedback will be provided to the KBOR review team.