

Adult Education and Family Literacy Instructional Technology Grant Guidelines and Application Procedures

June 29, 2015



Agenda

- Funding source
- General application information
- Grant application information
- Grant application process
- Payment terms and conditions
- General requirements
- Process to submit questions during grant application period
- Demonstration of eGrants system

Funding source

- FY 2014 Workforce Investment Act, Sec 503 Incentive funds
 - DOLETA>PA Dept. of Labor & Industry>PDE
- In PY 2012-13, PA exceeded its negotiated targets for all core programs under WIA
- \$519,390, all federal funds

General information: Purpose

- Purchase technology to use in direct services to
 - increase students' ability to read, write, and speak in English
 - increase students' ability to perform mathematics
 - prepare students to earn a high school equivalency credential
 - prepare students to transition to employment and or postsecondary education/training
 - support implementation of College and Career Readiness standards in instruction
 - support career awareness, career planning, and career pathways work in instruction, especially using tools developed by L&I and through coordination with local workforce development system partners and employers

General information: Eligible applicants

- Only agencies receiving federal funds under Title II, Workforce Investment Act/Workforce Innovation Opportunity Act and/or state funds under PA Act 143 of 1986 through the PA Department of Education, Bureau of Postsecondary and Higher Education, Division of Adult Education in Program Years 2014-15 and 2015-16 may apply for these funds

General information: Funding Priorities

- Purchase and set up technology and related items for use in direct academic instruction and education services
- Technology must be used by direct service staff to provide services to students in adult basic and family literacy programs funded by the Division of Adult Education
- Priority is on the purchase of additional technology to expand and enhance the agency's current use of technology in instruction
- Applicants may use up to 20 percent of the technology grant award amount to replace outdated instructional technology currently in use in the program
- Priority on the use of technology to integrate career awareness, and career planning into education services to prepare students for career pathways
- Applicants should articulate how they will use tools developed by L&I to support career awareness and career planning
- Agencies **CANNOT** purchase technology for administrative or program management purposes

General information: Grant timeline

- June 2015 Grant Guidelines Available
- June 29, 2015 Grant Application Webinar
- June 30, 2015 eGrants Application Available
- July 31, 2015 11:59 pm Application Deadline
- August 2015 Reviewers Read and Rate Applications
- August 2015 Grant Award Review Process
- September 2015 Notification Letters Sent to All Applicants;
Successful Applications through Approval Process
- September 2015 Agreements Fully Executed/Projects Begin
- March 31, 2016 Contract end date
Deadline to Submit Invoices for Reimbursement

Grant application information: Components

- Narrative: scored, worth 25 points
- Budget: not scored
- Supporting documents: not scored

Grant application information: Components

- Narrative: scored, worth 25 points
 - Description of agency's existing use of technology in instruction
 - Plan to integrate new technology into instruction, including how the new technology will support implementation of CCRS and career awareness, planning and pathways work
 - Description of the technology to be purchased and how it supports the plan
 - Description of how the agency will support staff in using technology in instruction, using existing resources
 - Description of how the program will document and evaluate the use of technology in instruction
 - Description of agency's IT capacity to provide ongoing support for the use of technology

Grant application information: Components

- Budget: not scored, must reflect technology described in narrative
 - Only cost function 1691 Instructional Services
 - Only four allowable charges
 - One-time costs to set up technology
 - Technology supplies and software
 - Purchase of additional equipment
 - Purchase of replacement equipment (up to 20%)
 - No equipment with a per unit cost of \$5000 or more
 - No staff time/benefits; no professional development charges
 - No rent
 - No utilities, including no monthly internet fees
 - No standard technology fees (e.g., agency per-computer charge)
 - No textbooks, non-technology related supplies
 - No indirect costs or administrative costs
 - No local match is required

Grant application information: Components

- Supporting documentation: not scored
 - Agency's written procurement policy
 - Agency's plan to inventory and track hardware purchased with grant funds
 - Documents must comply with applicable OMB Circular

Grant application information: Grant amounts

- Applicants may request up to three (3) percent of the agency's total direct service adult education and/or family literacy funds in PY 2014-15
 - 064 Adult Basic Education Direct Service (federal and state)
 - 061 EL/Civics Direct Service
 - 054 Family Literacy Direct Service

- EXCLUDE grants for state leadership and professional development system projects

- Must round DOWN to determine eligible amount

- Up to 20% for replacing outdated existing technology

- Application narrative must justify the amount requested; be sure you can expend the full amount by the March 31, 2016 contract end date

Grant application information: Grant amounts

- Example A: Agency has an 064 grant for a total of \$250,000 (\$150,000 in federal 064 and \$100,000 in state 064): May request up to \$7,500
- Example B: Agency has an 064 grant for a total of \$250,000 and an 061 EL/Civics grant for \$75,000 (total \$325,000): May request up to \$9,750
- Example C: Agency has an 064 grant for a total of \$150,000 and a 054 Family Lit grant for \$150,000 (total \$300,000): May request up to \$9,000
- Example D: Agency has an 054 Family Literacy grant for \$100,000: May request up to \$3,000
- Example E: Agency has 064, 061 and 054 totaling \$1 million: May request up to \$30,000

Grant application information: Grant amounts

- Agencies with subcontractors have the following options:
 - Include technology for all subcontractors and use full grant amounts
 - Include technology for some subcontractors and include their subcontracted grant amounts
 - If including some or all subcontractors, include their use of technology in the narrative
 - Exclude all subcontractors from application and exclude their grant amounts
 - Encourage you to include subcontractor(s)
 - Not required
 - Applications with subcontractors are not given priority
- Agencies with multiple subcontractors ONLY: if can't address answers to questions in characters allotted, may upload Word document with additional information in Supporting Documentation section

Grant application process: Creating and completing the application

- Applications must be created and completed in eGrants
- Agency will
 - create grant application
 - complete narrative questions and budget sections
 - upload required documents in Supporting Documents section
 - mark all sections complete
 - click “Complete Step” button
- Application will say Status: In Process, Workflow Step: Submitted for Peer Review
- NO “Sign and Submit” at this point
- Reminder: only one person should work on the grant and in only one window

Grant application process: Peer review process

- Division will have a team or teams review applications
 - Depends on number of applications received
- Scoring rubric is included in the Adult Education and Family Literacy Instructional Technology Grant Guidelines
 - Guidelines posted on PDE, Division of Adult Education website
www.paadulted.org
- Total available points: 25
- Reasons for disqualification (application will not be reviewed)
 - Applicant does not meet the definition of “eligible applicant”
 - Incomplete application
 - Application not completed prior to deadline
 - eGrants records the time the “Complete Step” button is clicked

Grant application process: Award determination and notification process

- Applications will be funded from highest scoring to lowest scoring based on the following criteria
 - Minimum score of 14/25
 - Availability of funds
 - Adequate supporting documentation
- In cases where 2 or more applications have the same overall score, the total of the scores for questions 2a, 2b, 3b, and 6 will be used to determine the ranking of the applications within that score
- Grants under consideration for acceptance may require revision or submission of additional information prior to final approval
- The division will notify each applicant of the outcome of the review

Grant application process: Approved application submission process

- Applications that the division intends to fund will be marked “Conditionally Approved”
- Conditionally approved applications will be returned to the applicant for any necessary changes, including possible changes to the budget, or additional information
- Agency will complete the Sign and Submit process
- The application will go through the standard grant contract review process
- A fully executed contract will be accessible to the applicant in eGrants under Final Reporting

Payment terms and conditions

- Requires a fully executed contract
- Payment on a reimbursement basis
- Grant recipients must submit an invoice with documentation of expenditures
- Invoices must be submitted by 3/31/16
- Grants up to \$15,000: single reimbursement on one invoice
- Grants greater than \$15,000
 - Single reimbursement on one invoice preferred
 - Will accept two or more invoices of no less than \$15,000 (or remainder of grant amount for final invoice)

General requirements

- All items purchased with this grant and all activities conducted using the items purchased with the grant must be in compliance with all state and federal laws, regulations, guidelines, and policies governing the work of adult basic and family literacy programs funded through PDE, Division of Adult Education including but not limited to:
 - Title II, Workforce Investment Act of 1998 and Title II, Workforce Innovation and Opportunity Act of 2014
 - PA Act 143 of 1986
 - EDGAR and applicable sections of the Code of Federal Regulations
 - Applicable OMB Circulars
 - FFATA
 - PDE Master Terms and Condition
 - Adult Education and Family Literacy Guidelines for Program Year 2015-16
 - All adult education and family literacy policies

Process to submit questions during grant application period

- Applicants may NOT contact division staff directly with questions
- Questions must be submitted via email to ra-able@pa.gov
- Division staff will collect questions weekly
- Division will create an FAQ document which will be updated weekly with answers to new questions
- FAQ document will be posted to www.paadulted.org
- Questions for which the answer is already available in the FAQ document will not be addressed a second time

As always, questions regarding problems with the eGrants system must go to the eGrants Help Desk.

For more information, please visit PDE's website at
www.education.pa.gov

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.