Section 243 Integrated English Literacy and Civics (IELCE) Education Program (061) Grant Competition
Agenda

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Funding

• Federal Adult Education and Family Literacy Act (AEFLA), Title II, Workforce Innovation and Opportunity Act (WIOA)
  – Section 243
  – Approximately $1.7 million

• Subject to change

• In PA, funds not limited regionally, but must show need for services
Purpose

- IELCE in combination with integrated education and training activity (IET)
- Prepare English language learners for employment
- Place English language learners in employment
- Not life skills or ESL only – must be language, literacy, and civics in combination with IET
IELCE definition: 34 CFR §463.33

• Education services to adult ELLs
  – Incl. professional with degrees or credentials in their native countries
  – Gain English language competency
  – Skills to be parents, workers, and citizens in USA

• Instruction in
  – Literacy
  – English language acquisition
  – Rights and responsibilities of citizenship and civic participation
Regulations: 34 CFR §463.73

• Providers must provide services that
  – Include instruction in literacy and English language instruction and instruction on the rights and responsibilities of citizenship and civic participation; and
  – Are designed to
    • Prepare ELLs for and place them in unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and
    • Integrate with local workforce development system and its functions to carry out the activities of the program
IELCE in combo w/IET

• §463.74: IELCE in combination w/IET by:
  – Co-enrolling participants in IET funded with sources other than section 243 funds; or
  – Using section 243 funds provided for IET

• Division of Adult Education requirements
  – IELCE Program grantees must provide at least 1 IET per year for IELCE program participants only
  – An IELCE program participant may participate in a different IET at agency
Eligible participants

• Minimum 16 years of age
• Not enrolled or required to be enrolled in secondary school
• Is an English language learner with a basic skills need as determined by an approved standardized assessment who may or may not have a high school diploma or its equivalent
Eligible applicants

- Organization with demonstrated effectiveness in providing adult education and literacy activities, including
  - Local education agency;
  - Community-based organization or faith-based organization;
  - Volunteer literacy organization;
  - Institution of higher education;
  - Public or private non-profit agency;
  - Library;
  - Public housing authority;
  - Non-profit institution not described above with ability to provide adult education and literacy activities to eligible individuals;
  - Consortium or coalition of the entities described above;
  - Partnership between an employer and an entity described above; and
  - Other organizations not listed above.
Eligible applicants: consortium/coalition

• Consortium/coalition of providers
  – Main grantee w/one or more subgrantees
  – Main grantee: fiscal agent and provider
  – Responsibilities of main grantee in a consortium or coalition
    • Adult Education and Family Literacy Guidelines Section 205.4
Eligible applicants: demonstrated effectiveness

- Performance data on record of helping students
  - Improve literacy skills
  - Earn a high school equivalency credential
  - Transition to employment
  - Transition to postsecondary education/training
- Applicant previously funded under WIOA: NRS data
- Applicant not previously funded under WIOA: performance data showing success
- Each agency in a consortium must individually provide data and be an organization of demonstrative effectiveness
Demonstrated effectiveness for this competition

• Data from immediate processing 2 program years (2017-18 and 2018-19)
  – Number in cohort
  – Number who achieved outcome
  – Resulting percentage

• Tables: Excel documents on competitions webpage

• Complete, save, upload to eGrants
Demonstrated effectiveness: Thresholds

- Established by Division of Adult Education
- In each of the two years
  - Greater than 30 individuals in ESL levels
  - Greater than 5 individuals in each of
    - Attain a high school diploma or its equivalent
    - Transition to employment
    - Transition to postsecondary education or training
  - Percentage for improving English language proficiency greater than 30 percent
Demonstrated effectiveness: Process

- Division staff review data provided to establish demonstrated effectiveness before reviewing and scoring the application
- Meet threshold criteria = eligible applicant
- Eligible applicant = application reviewed and scored
Required activities and services (1)

• Year-round leveled, managed enrollment IELCE classroom activities and support services
• At least one IET activity offered at least once a year
  – All students enrolling in the IET must participate in at least one IELCE class prior to IET
• Performance targets
• Plan for student access to grant activities, including transition into IET
Required activities and services (2)

• Barrier support services
• Transition support services
• Workforce preparation activities integrated into instruction and services
• Program administrator who is a full-time employee of the agency
• Partner in local PA CareerLink® site
• Integration with local workforce system as pipeline to employment for participants
• Signed agreement w/training provider for IET
Division requirements for IELCE activity

• 2 levels of IELCE classes, minimum
  – Leveled = no more than 2 NRS levels per class
  – Path into IELCE program for beginning ESL students

• Three components: integrated; delivered concurrently and contextually

• Assess multiple skill areas

• IELCE-program-specific attendance policy

• IELCE Civics Content Guide
Requirements for IET activity

• Meet federal regulations (34 CFR §463.35-463.38) and division requirements (section 403.1.4 of guidelines)
  – 3 components
    • Adult education and literacy activities (§463.30)
    • Workforce preparation activities (§463.34)
    • Workforce training [WIOA section 134(c)(3)(D)]
  – Single set of learning objectives
  – Aligned with CCRS, prepare for transition
  – Career pathway; training aligned with area need

• Qualified training provider
Requirements for IET activity (2)

• Division requires one IELCE-program specific IET offered at least once per year

• Single-set of learning objectives
  – Specific content and competencies
  – Components delivered concurrently, contextually; function cooperatively
  – Training component formally and transparently reinforces learning from adult education and workforce activities components
Division approval of IET activity

• All IETs must be approved by division before classes start
• Use *Integrated Education and Training Proposal*
• Prior funded programs
  – Plan for IET *approved* by September 1, 2020
  – Offer at least one IET by end of first program year
• Newly funded programs
  – Plan for IET *approved* by January 1, 2021
IET activity

• Integration
  – Training portion reinforces adult education content
  – Training portion will be different than non-IET training

• Intensity of adult education component
  – Adult education is more than vocabulary

• Planning
  – Development of IET
  – On-going
  – Lesson plans
Planning documents

• Integrated English Literacy and Civics Education Checklist

• Integrated Education and Training Checklist

• Integrated Education and Training Proposal
Priorities

• Organizational capacity
• Intensity of instruction
• Align with local workforce area
• Student support services
• Need
• Thorough planning
• Ambitious targets
Reporting requirements

• Annual final report
• Quarterly reports showing progress toward agency-specific targets
• Tracking and documenting completion of occupational training and attainment of related credentials
Staffing requirements

- Staff must be properly qualified
- Minimum bachelor’s degree
  - Program administrators; coordinators; instructional staff, student support staff
- Data quality specialist: not a clerical position
  - Bachelor’s degree OR
  - Postsecondary credential in data management
- Data entry staff may be clerical
- Qualified trainer for occupational training portions of the IET
  - Likely not a staff member of the IELCE program
Funding requests

• No minimum or maximum amounts
• No maximum cost per student, but targets affect proposed costs
• Costs should be reasonable
Grant application process

• Submission via eGrants
• See RGA section 3 Grant Requirements for details on access to eGrants
• Timeline
  – Grants open March 16, 2020
  – Deadline: April 15, 2020, 12:00 PM
    • System records time Complete button is clicked
    • Status will be Submitted for Peer Review
Application review process

• Disqualification prior to review
  – Not an eligible applicant
  – Application is incomplete
  – Application not completed by deadline

• Review teams of at least three people
  – Scoring rubric; summary of scoring in Appendix A
  – All three sections will be scored

• Local workforce board review
  – PDE must take results of review into consideration when awarding grants
Award selection process

- Ranked highest to lowest by score
  - Awards to highest scoring until all funds are awarded or no more applications received
- Score < 170 will not be awarded funds
Grant terms and conditions

• Three-year grant contract with annual notifications of funding contingent on availability of funds
  – Annual submission of applicant information and budget

• Renewal option based on
  – Contract compliance
  – Evidence of progress in meeting proposed targets
  – Evidence of program improvement
  – Fiscal and programmatic compliance
  – Amount of appropriation
Resources

- www.education.pa.gov>Instruction>Adult Basic Education>Division of Adult Education Grant Competitions
- Request for Grant Application Guidelines Adult Basic Education Direct Service 061
- Draft Adult Education and Family Literacy Guidelines for PY 2020-21
- Integrated English Literacy and Civics Education Checklist
- Integrated Education and Training Checklist
- Integrated Education and Training Proposal
- Division of Adult Education policies
Resources (2)

- Pennsylvania WIOA Combined State Plan
- Regional and local workforce plans
- Memoranda of Understanding for the one-stop/PA CareerLink partners
Tips for grants: general

• Read the RGA and Draft Adult Education and Family Literacy Guidelines Program Year 2020-21, especially Appendix B
• Review document with grant questions prior to creating the grant in eGrants
• Read help buttons
  – Lists maximum characters
  – Lists required information
• Answer the question
  – Avoid extra information
  – Clear and concise
  – Do not assume the reviewers know your program
• eGrants does not allow for any formatting
  – Text answers will be written as single long paragraphs
  – No bulleted or numbered lists
  – Cannot create paragraphs
• If applicant writes grant answers in a Word document (or Pages), make sure it is plain text before pasting into eGrants
Tips for grants: narrative (1)

- Question on past effectiveness – narrative answer
- Alignment with workforce
  - Questions listed 3 times
  - All applicants must complete first section
  - Additional workforce section is available for applicants proposing to provide services in two workforce areas
Tips for grants: agency information

- Agency Activity Summary
  - Numbers should reflect the distribution of services as the applicant actually proposes to provide them
  - Number of IET participants is a subset of total planned enrollment
  - Doublecheck requested amount fields
Tips for grants: budgets

- Review the sections 600-609 of the Adult Education and Family Literacy Guidelines before completing the budgets
- Grant requires 25 percent local match
Tips for grants: FC 2300

- FC 2300
  - Enter expected costs, including PA CareerLink® infrastructure costs
  - Required under 2300
    - Planning
    - Costs of contracted professional development
    - Costs associated with working with workforce system partners
  - Waivers to the 5 percent cap will be addressed when successful applications are processed
IELCE kickoff

- All awardees
- Wednesday, July 8, 2020: PaTTAN Harrisburg
Questions

• Submit questions to ra-able@pa.gov
• Subject line: Integrated English Literacy and Civics Education 061
• Division staff will post responses on FAQ section of grant competition webpage
• Do not send questions to division staff directly
For more information on the Section 243 Integrated English Literacy and Civics Education Grant Competition, please visit PDE’s website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.