

Request for Grant Application Guidelines Adult Basic Education Direct Service

For services offered with the following funding:

Workforce Innovation and Opportunity Act, Title II, Sections 225 and 231 (Federal Adult
Education and Family Literacy Act)

and

Pennsylvania Act 143 of 1986, Title 23, Chapter 31 Adult and Family Literacy Education Act
March 2022



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov



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Adult Basic Education Direct Service Grant 064

Workforce Innovation and Opportunity Act, Title II, Sections 225 and 231 (Federal Adult Education and Family Literacy Act) and Pennsylvania Act 143 of 1986, Title 23, Chapter 31 Adult and Family Literacy Education Act

1. INTRODUCTION

The Federal Adult Education and Family Literacy Act (AEFLA), Title II, Workforce Innovation and Opportunity Act (WIOA) provides funds to be awarded through the Pennsylvania Department of Education (PDE), Bureau of Postsecondary and Adult Education, Division of Adult Education (division) to provide adult basic education services throughout the state. The federal funding available for awards to provide adult basic education direct service programming through this competition is approximately \$15 million. This amount is based on the estimated federal grant award for Fiscal Year (FY) 2022 as established in the United States Department of Education's [state tables](#) and is subject to change.

Pennsylvania Act 143 of 1986, Adult and Family Literacy Education Act (Act 143), provides funds to be awarded through the Pennsylvania Department of Education (PDE), Bureau of Postsecondary and Adult Education, Division of Adult Education to provide adult basic education and family literacy services throughout the state. The total state funding available for awards to provide adult basic education programming through this competition is approximately \$8.18 million. This amount is based on the Adult and Family Literacy line item in the governor's proposed FY 2022-23 state budget and is subject to change.

Both federal and state funds will be allocated among the 22 local workforce development areas using a needs-based funding formula. Details are provided in Appendix B of this *Request for Grant Application Guidelines* (RGA).

PDE requires all applicants for funding under this RGA that are eligible providers under both federal and state laws to apply for both federal and state funds. Applicants for funding that are not eligible providers under state law may only apply for federal funds.

2. GENERAL INFORMATION

Program Purpose

Federal WIOA Title II

The purpose of this funding is to create a partnership among the federal government, states, and localities to provide, on a voluntary basis, adult education and literacy activities, in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
2. Assist adults who are parents or family members to obtain the education and skills that
 - a. are necessary to becoming full partners in the educational development of their children; and
 - b. lead to sustainable improvements in the economic opportunities for their family;
3. Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
4. Assist immigrants and other individuals who are English language learners in

- a. improving their
 - i. reading, writing, speaking, and comprehension skills in English; and
 - ii. mathematics skills; and
- b. acquiring an understanding of the American system of government, individual freedom, and the responsibilities of citizenship.

State Act 143

Act 143 aims to provide coordination and broaden the scope of educational activities to uneducated and undereducated adults in the commonwealth and their families, including those who speak other languages, and to provide programs to those individuals who have previously been unserved. The goals of the Act include:

1. Increased and improved services to adult learners and their families through the coordination of funding streams and programs across state agencies; and
2. Increased and expanded adult and family literacy education programs so that adults and their families will function more effectively in their personal lives and as citizens and be better prepared for workforce training and employment that they may become more responsible and productive members of society.

Minimum Program Requirements

Full details regarding all minimum requirements for adult basic education and family literacy programs are available in the *Adult Education and Family Literacy Program Guidelines*. For the purposes of the competition, a draft version of the Adult Education and Family Literacy Program Guidelines for Program Year 2022-23 is on the [Division of Adult Education Grant Competitions](#) webpage.

Adult Basic Education Direct Service Grant

PDE requires successful applicants for Adult Basic Education Direct Service 064 grant funds to provide a full range of services throughout the course of a program year. PDE requires programs to provide the following to be considered full service:

1. Adult education and literacy activities as defined in WIOA, including instruction for adult basic education students at all educational functioning levels Adult Basic Education (ABE) levels 1-6, including high school equivalency test preparation as needed.
2. English language acquisition activities as defined in WIOA, including instruction for English-as-a-Second Language (ESL) students based on area needs. Such instruction must include supporting ESL students to transition successfully to ABE instruction within the programing funded by the grant and to earn a high school equivalency credential, if needed. PDE has identified 19 counties in which successful applicants must provide these services. See Appendix C.
3. Year-round, real-time instruction (in person, remote, or a combination of in person and remote), including during the summer. Programs may have a reduced schedule over the summer but must provide real-time instruction that meets community needs.
4. Supplemental distance learning opportunities to students participating in real-time instruction.
5. Year-round student support services to help students address barriers to participation.
6. Year-round student support services to help students identify education and career goals, develop employability skills, and successfully transition to postsecondary education/training and/or employment, as appropriate.
7. Integration of workforce preparation activities and activities to promote digital literacy and digital resiliency into instruction and support services.

8. A cadre of volunteer classroom aides to provide additional instructional support to students participating in classroom instruction. (All grant recipients must use at least 10 percent of the state grant funds to recruit, train, and support volunteer classroom aides, except those that are not eligible providers under state law.)
9. A program administrator who is a full-time employee of the grantee agency. If the program administrator is not working 100 percent on division-funded activities, the agency must provide evidence that this individual has sufficient time allocated to these activities to meet all of the requirements of the program administrator position. (Note: The program administrator does not have to be paid from grant funds; however, the person must have sufficient time allocated to activities supported by the grant.)

PDE also requires all successful applicants under this RGA to be partners in the local PA CareerLink® site and delegates all the roles and responsibilities of a one-stop partner to the grantees. These roles and responsibilities include entering into a Memorandum of Understanding (MOU) with the local board, contributing to infrastructure costs of the PA CareerLink® site, providing access to grant services through the PA CareerLink® site, and providing career services to eligible one-stop participants.

Additional Allowable Activities

In addition to the required services listed above, applicants may propose to provide one or more of the following activities:

1. Corrections education (to ensure that Pennsylvania does not exceed the federal and state ceilings for corrections education, applicants may not budget or expend more than 20 percent of the grant amounts for corrections education).
2. Integrated English literacy and civics education activities (not the Section 243 program).
3. Integrated education and training activities (federal funds only).
4. Workplace literacy activities.

Applicants should refer to the *Adult Education and Family Literacy Guidelines* for more information on these activities to ensure that proposed activities are compliant.

Eligible Applicants

Federal: WIOA Title II Funds

As defined in WIOA, an eligible provider is an organization that has demonstrated effectiveness in providing adult education and literacy activities that may include:

1. A local education agency;
2. A community-based organization or faith-based organization;
3. A volunteer literacy organization;
4. An institution of higher education;
5. A public or private non-profit agency;
6. A library;
7. A public housing authority;
8. A non-profit institution that is not described in any of the above and has the ability to provide adult education and literacy activities to eligible individuals;
9. A consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described above;
10. A partnership between an employer and an entity described above; and
11. Other organizations not listed above

For the purposes of the competition in Pennsylvania, a consortium or coalition of agencies will be defined as a main grantee with one or more subgrantees. The main grantee will serve as both the fiscal agent for the grant and a provider of some of the services proposed in the grant application. The main grantee is responsible for ensuring that all activities provided are completed as proposed and is responsible for monitoring and compliance of the subgrantees. Applicants cannot subcontract with another applicant for a portion of the proposed services. Agencies can only be a main grantee or a subgrantee. Answers in the Narrative and Agency Information sections of the grant application should reflect the work of the consortium/coalition rather than treat each entity separately, except where otherwise noted.

Establishing Demonstrated Effectiveness

For the purposes of establishing demonstrated effectiveness to qualify as an eligible provider for section 231 and 225 funding, an applicant must provide performance data on its record of improving the skills of eligible individuals, particularly eligible individuals who have low levels of literacy, and information regarding its outcomes for participants related to employment, attainment of a secondary school diploma or its equivalent, and transition to postsecondary education and training. An applicant that has been previously funded under Title II of WIOA must submit performance data required under section 116 of WIOA. An applicant that has not been previously funded under Title II of WIOA must provide performance data to demonstrate its past effectiveness. Each individual agency in a consortium or coalition of agencies must be an eligible provider by itself (i.e., must be an organization that has demonstrated effectiveness in providing adult education and literacy activities) and must individually provide all of the data required to establish demonstrated effectiveness.

PDE will require applicants to provide quantitative data for the immediately preceding three program years. The data provided by the applicant to establish demonstrated effectiveness must include the following:

1. The number of individuals in the outcome cohort (i.e., the denominator);
2. The number of individuals who achieved the outcomes (i.e., the numerator); and
3. The resulting percentage of individuals who achieved the outcome.

The tables that applicants will use to provide data for the purposes of establishing demonstrated effectiveness to qualify as an eligible provider are on the [Division of Adult Education Grant Competitions](#) webpage. Applicants must download and complete the appropriate table and then upload the completed document into the *Demonstrated effectiveness to determine eligibility* section in the application in eGrants. In the case of a consortium or coalition of agencies, each agency must complete a table with its own data and each table must be uploaded separately.

PDE has established the following minimum threshold for an applicant to be determined to be an eligible provider for the purposes of this section:

1. A total number of enrolled individuals greater than or equal to 15 in each of the three years.

Prior to reviewing and scoring submitted applications, PDE will review the information provided by each applicant, including each agency in a consortium or coalition of agencies, to establish demonstrated effectiveness to determine if that applicant is an eligible provider. Only applications that are determined to be from eligible providers will be reviewed, scored, and considered for funding. In the case of a consortium or coalition of agencies, all agencies in the consortium or coalition must be determined to be eligible providers. Applicants that are not able

to establish demonstrated effectiveness under the criteria above are not eligible providers and their applications will not be reviewed, scored, and considered for funding. Any applicants that are determined not to be eligible providers will be notified of that decision.

PDE reserves the right to require successful applicants to submit documentation in support of the information provided to establish demonstrated effectiveness.

State Act 143 Funds

As defined in Act 143, an eligible local education provider is an approved educational agency, institution, or organization making use of either professional or voluntary personnel, which may be any of the following:

1. School districts;
2. Intermediate units;
3. Area vocational-technical schools;
4. Community colleges;
5. Literacy councils;
6. Local libraries;
7. Community-based organizations that are private, nonprofit organizations and are representative of communities or significant parts of communities and which provide adult or family literacy education programs; and
8. Any other educational entity recognized by the Secretary of Education for providing appropriate and effective adult or family literacy education programs.

Eligible Program Participants

Successful applicants will provide adult basic education services to individuals who meet the following eligibility criteria:

Services Provided with Federal WIOA Title II Funds

1. Has attained 16 years of age;
2. Is not enrolled or required to be enrolled in secondary school under state law and;
3. Is:
 - a. Basic skills deficient;
 - b. Does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
 - c. Is an English language learner.

Services Provided with Pennsylvania Act 143 of 1986 Funds

1. Is 17 years of age or older;
2. Is a resident of Pennsylvania; and
3. Is not currently enrolled in a public or private secondary or postsecondary school.

Funding Priorities

In awarding funds, PDE will prioritize funding, through the review and rating process, to grant applications from eligible providers with past effectiveness in providing high-quality services that improve the skills of eligible participants and help those participants to earn high school equivalency credentials, gain and retain employment, and transition to postsecondary education or training. PDE will prioritize funding for those applications that demonstrate a thorough and detailed plan for a full-service adult basic education program aligned with local needs that meets all of the minimum requirements and provides:

- Evidence of the applicant's organizational capacity to meet all of the programmatic, reporting, administrative, and fiscal requirements of the grant.

- An excellent description of need and explanation of how that need was determined.
- Real-time instruction, both in-person and remote, offered at a variety of times and multiple locations in the proposed service area to enable eligible individuals to attend and succeed in the program.
- Opportunities for accelerated learning, such as integrated education and training activities, bridge programs, or other intensive specialized classes.
- High quality instruction that is based on best practices and the *College and Career Readiness Standards for Adult Education*, provides learning in context, is of sufficient intensity to lead to student outcomes, and promotes digital literacy and digital resiliency.
- Services that align with the strategies and goals of the local workforce area as defined in the local plan and with the activities and services of the PA CareerLink® site partners.
- High-quality student support services that help students to persist and succeed in adult basic education services and meet their personal, educational, and career goals.

Federal WIOA Title II Requirements

WIOA Title II establishes requirements for the grant competition process, including seven items that applicants must address in their grant applications and 13 items that PDE must take into consideration when awarding grants. In addition, section 427 of the General Education Provisions Act (GEPA) requires applicants to describe the steps they will take to ensure equitable access to, and participation in, the grant-funded program. This RGA and the questions in the grant narrative are designed to ensure that all necessary information is included. Applicants will address the seven required items, the 13 considerations, and section 427 of GEPA by providing complete answers to the questions in the grant application. Applicants should review information in the Help Buttons for each question in eGrants to make sure they provide complete answers. The Division of Adult Education strongly encourages applicants to refer to [Programs and Activities Authorized by the Adult Education and Family Literacy Act \(Title II of the WIOA\) — Final Rule §463.20](#) and [§463.22](#) when completing the grant application.

Grant Terms and Conditions

Multi-Year Contracts

Successful grant applications will be approved for a five-year grant cycle. Grant funds will be awarded through annual one-year notifications of funding contingent on the availability of funds. Each year, grantees will be required to submit budgets and program year-specific information via the eGrants system in order to receive funding. Each year's renewal option and grant amounts will be based on the following criteria:

1. Contract compliance, including success in meeting contracted enrollment and providing the contracted services;
2. Evidence of sufficient progress in meeting the state-imposed performance standards;
3. Evidence of continuous program improvement;
4. Compliance with fiscal and programmatic policies and guidelines; and
5. The amount of the state and federal appropriation.

Programs that fail to sufficiently address the above criteria may be terminated prior to the end of the grant cycle.

Program Funding Requests

Applicants may apply for up to the maximum allocated for the areas in which they propose to provide services. Applicants should apply for those funds necessary to meet the grant requirements, provide the proposed services to the number of students they can serve based on

need and interest in the service area, and meet the state-imposed performance targets. PDE requires programs to provide a 25 percent match on the federal portion of the funds, and applicants should consider that requirement when determining funding requests. PDE reserves the right to adjust the actual grant award amount and contracted enrollment of successful applicants during the grant contract approval process.

Applicants may apply for funding up to a maximum of \$2,250.00 per contracted student, with the total requested not to exceed the amount allocated to the proposed service area. PDE strongly encourages applicants requesting the maximum allowable cost per student to prioritize the use of funds for full-time direct service staff positions with benefits.

Grant Application Components

The Adult Basic Education Direct Service 064 grant application consists of three sections: Narrative, Applicant Information, and Budget. A document explaining how to create the grant application in eGrants will be posted on the Division of Adult Education Grant Competitions webpage.

Narrative

The narrative addresses the seven required items, the 13 considerations, PDE requirements, section 427 of GEPA, and how the applicant will use the grant funds to support the proposed activities. It is the basis for analysis of the applicant's ability to provide the required services. Online contextual help is available by clicking on the **Help icons** in eGrants.

Agency information

The Agency Information section provides detailed information regarding staff qualifications, program sites and class schedule, proposed contracted enrollment and participation, program contact information, and assurances. The information provided in this section will be rated for its alignment with and support of the information provided in the narrative. Online contextual help is available by clicking on the Help icons in eGrants.

Budget

There are separate budgets (called "sub grant application" in eGrants) for each funding source, federal and state.

The budgets demonstrate fiscally sound allocation of funds to successfully provide education services. Online contextual help is available by clicking on the Help icons in eGrants.

When completing the budget, refer to the *Adult Education and Family Literacy Guidelines* Section 600 for fiscal guidance and information on grant limitations and cost functions and object codes. Applicants should also refer to the *Adult Education and Family Literacy Guidelines* Appendix E for guidance on administrative costs and the process to negotiate administrative costs greater than 5 percent on the federal budget, as allowed by WIOA. PDE, Division of Adult Education will conduct negotiations regarding administrative costs with successful applicants during the grant contract approval process.

Application Review

All applications will be reviewed except those disqualified for one or more of the following reasons:

1. Entity submitting the application does not meet the definition of Eligible Applicant.
2. Applicant does not answer one or more of the required questions in the narrative.

3. Application is not completed by the application deadline. Completion will be determined by the time the eGrants system records that the program completed the application by marking all sections complete and clicking the “Complete” button.

Grant applications will be reviewed and scored by teams of no fewer than three individuals comprised of staff from PDE, other commonwealth agencies, and/or peer reviewers. Peer reviewers will be non-applicants who have experience in adult basic education or related activities. Reviewers will be screened for conflict of interest and will not benefit financially from grant awards. In addition, after receiving the grant applications through eGrants, PDE will submit all applications for funds under Title II, WIOA to the appropriate local workforce boards for review for consistency with the local plans. PDE will take the results of the review and any recommendations to promote alignment into consideration when making grant awards. This process ensures compliance with WIOA statute 107(d)(11)(B)(i) and WIOA regulations [§463.21](#).

Depending on the number of applications either a weighted method or a Z-scoring method will be used. In the weighted scoring method, a single team reviews and rates all applications. In the Z-scoring method, applicants are distributed to several teams for review and rating. Scores are then calculated using a standard deviation formula which evens out high and low raters.

Grant Award Selection and Notification Process

Award Selection

Reviewers will use an application review guide to review and score applications. Once the applications have been reviewed and scored, they will be ranked from highest to lowest scoring. PDE will award grants to the highest scoring applicant in each of the local workforce development areas and will continue to award funds until the amount allocated to the area under the needs-based formula is reached or until all applications for service in the local area with a sufficient score have been funded. Applications with a score of less than 136 of 200 will not be funded regardless of availability of funds.

Successful applications meeting the above criteria and under consideration for acceptance may require revisions or submission of additional information prior to approval.

Notification Process

The Division of Adult Education will notify each applicant of the outcome of the review process and whether its application will be funded.

Appeal Process

If an eligible provider disputes the funding decision, it has a right to appeal the decision to the Pennsylvania Secretary of Education. The appeal will be considered in accordance with the procedural rules set forth under 34 C.F.R. § 76.401(d) and 1 Pa. Code § 35.1 et seq., the General Rules of Administrative Practice and Procedure. A final decision of the Pennsylvania Secretary of Education may be appealed to the U.S. Secretary of Education under 34 C.F.R. § 76.401. The appeal of this decision must be received by the Pennsylvania Secretary of Education within 30 days of the mailing date of this decision at the following address:

Dr. Noe Ortega
Secretary of Education
Pennsylvania Department of Education
333 Market Street, 10th Floor
Harrisburg, PA 17126-0333

3. GRANT REQUIREMENTS

1. Grant applications will be submitted through the [eGrants](#) system.
2. For access to the eGrants system and the related grant opportunities, prospective applicants should send an email to ra-able@pa.gov with the subject line “Division of Adult Education grant competition.” In the body of the email, prospective applicants should state the agency name and identify which Division of Adult Education grant the agency plans to apply for. Prior to sending the email, the applicant should search for the agency record in the PDE Education Names and Addresses ([EdNA](#)) database.
 - a. Agencies found in EdNA should include in their email their Administrative Unit Number (AUN) and contact information for the individual at the agency who will create and complete the grant application.
 - b. Agencies not listed in EdNA should indicate in the email that they are not in the state database and provide contact information for the agency administrator who will work with division staff to establish a listing and be assigned an AUN.
 - c. Under extraordinary circumstances affecting an agency’s access to the eGrants system, the requirement to submit the grant application via eGrants may be waived. Eligible applicants who believe they have such circumstances should contact the Division of Adult Education at ra-able@pa.gov prior to the application due date to discuss an alternative submission process. Please note that the application deadline in bullet 5 below applies to any alternative submission process.
3. For the purpose of planning, writing, and submitting applications, this document should be used in conjunction with information available on the Division of Adult Education Grant Competitions webpage. Applicants should also review this information in conjunction with the division guidelines and policies and the eGrants application to develop a complete understanding of the intent and requirements of the application process.
4. Applicants must submit questions regarding the Adult Basic Education Direct Service grant application process to ra-able@pa.gov. Division of Adult Education staff will periodically post responses to submitted questions on the Division of Adult Education Grant Competitions webpage for all applicants to review.
5. Application Deadline: Eligible applicants must submit their proposal to PDE by April 7, 2022, 2:00 PM. To submit the proposal, applicants must mark all sections complete (evidenced by a check mark next to each section) and then click the complete button.

4. GRANT TIMELINE

Dates	Activity
March 8, 2022	Grant Application Guidelines and Related Information Available
March 9, 2022	Adult Basic Education Grant Application Available (open)
April 7, 2022, 2:00 PM	Adult Basic Education Grant Completion Deadline (close)

5. AWARD WINNERS

To complete the grant award process, applicants under consideration for acceptance are required to provide proper signatures to the grant agreement and complete the Funding Accountability and Transparency form located in the grant in eGrants.

All contract components are produced by eGrants. Each will be accessed at the [eGrants website](#) and will consist of the following:

1. Grant Agreement Signature Page.
2. Appendix A – Special Program Terms.

3. Appendix B – Grantee’s Program Narrative(s) and Budget(s).
4. Appendix C – Payment Terms, Responsibilities and Contact Information.

Grant Agreement

1. The Grant Agreement is a binding agreement between PDE and the eligible grant award recipient. The beginning and ending date of the project, total amount of funds, and project number will appear on the grant agreement.
2. There must be an electronic signature or a manual signature in blue ink on the original copy of the Grant Agreement. Stamped signatures are not acceptable on the original copy.
3. Agencies approved for eSignature can electronically sign the Grant Agreement. The authorized signatory must be in the eGrants system in order to electronically sign contracts.
4. Agencies not approved for electronic signatures must print the first page of the grant agreement from eGrants, have it signed in blue ink by the authorized representative(s) and mail it to the division. The signature page should arrive no later than ten business days after the grant is submitted. All manually signed grant agreement signature pages should be mailed to:

Pennsylvania Department of Education
 Bureau of Postsecondary and Adult Education
 Division of Adult Education
 333 Market Street, 12th Floor
 Harrisburg, PA 17126-0333

5. The authorized signer(s) must be (an) authorized representative(s) of the agency as described below:

Agency	One Authorized Representative	Two Authorized Representatives
School District	Superintendent	
Intermediate Unit	Executive Director	
Career & Technical School	Director	
Charter School	Chief Executive Officer	
University, College or Community College	President	
Public Library	Director	
Community-Based Organizations and Corporations		President or Vice-President AND Secretary or Treasurer

6. Changes to the grant agreement language will require review and approval by PDE, Office of Chief Counsel, the Office of General Counsel, and the Attorney General’s office and will cause delays in approving the agreement.
7. Per Management Directive 215.9, amended October 15, 2015, staff of the division will determine whether the applicant has delinquent tax debt or other conditions as specified in the State Contractor Responsibility Program. Any related issues must be resolved before the grant agreement will be reviewed and approved.
8. Applications recommended by division staff for approval are then reviewed by the Deputy Secretary, the Office of Chief Counsel, and the Comptroller’s Office. Upon approval from the Comptroller’s Office, the contract is considered fully executed. The fully executed contract with supporting documentation is uploaded to the Treasury website and to the final reporting section of the grant in eGrants. The status of an application can be verified in the eGrants system. The status will change to “Completed” once the grant is fully executed.

9. After complete review and approval by PDE and the Comptroller's Office, an approved and fully executed grant agreement will be available in eGrants.

Funding Accountability and Transparency

Grantees must complete the Funding Accountability and Transparency form located in eGrants.

- Grantee must maintain current registration in the [System for Award Management](#) (SAM) at all times during which they have active federal awards funded pursuant to this agreement. A Unique Entity Identifier (UEI) number is required for registration in SAM.
- The applicant must complete the FAAT form that is located in eGrants.
- The following information is required on the FAAT form: (1) UEI number; (2) city, state and zip code +4 digit extension of the primary location, and (3) compensation of officers is necessary if grantee received more than 80 percent of federal funds in the preceding fiscal year.
- The commonwealth will not process a grant until the grantee provides this information.

Program Planning Documents

Successful applicants will be required to upload a technology/equipment inventory. No grant will be approved until the applicant has submitted documentation that meets division approval.

General Program and Fiscal Requirements

Award winners are subject to all applicable state and federal administrative requirements, cost principles, and audit requirements, which are incorporated into each grant award by reference.

Such requirements include, but are not limited to:

- *Adult Education and Family Literacy Guidelines*
- [All Bureau of Postsecondary and Adult Education, Division of Adult Education policies](#)
- [PDE Master Standard Terms and Conditions](#)
- [Education Department General Administrative Regulations \(EDGAR\) 34 Code of Federal Regulation \(CFR\) Parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99 as amended on December 19, 2014](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

APPENDIX A

Scoring Summary: Federal and State 064

Section	Maximum Score
Proposed Service Area and Description of Need	10
Agency Structure and Capacity	30
Program Improvement and Data	16
Program Overview	10
Instruction	30
Student Identification and Support	19
Technology	20
Corrections Education	6
Alignment with Workforce	15

Section	Maximum Score
Past Effectiveness	22
Budget Narrative	12
Agency Information	10
Total	200

Minimum acceptable score = 136/200

APPENDIX B

Allocations by Local Workforce Area and County

Workforce Area	State Funds	Federal Funds	County	State Funds	Federal Funds
Berks	\$294,828	\$540,350	Berks County	\$294,828	\$540,350
Bucks	\$256,077	\$469,329	Bucks County	\$256,077	\$469,329
Central	\$488,948	\$896,125	Centre County	\$107,918	\$197,788
			Clinton County	\$49,221	\$90,210
			Columbia County	\$47,842	\$87,683
			Lycoming County	\$94,519	\$173,231
			Mifflin County	\$42,725	\$78,304
			Montour County	\$12,722	\$23,317
			Northumberland Co.	\$64,950	\$119,038
			Snyder County	\$33,481	\$61,363
			Union County	\$35,570	\$65,191
Chester	\$238,617	\$437,328	Chester County	\$238,617	\$437,328
Delaware	\$257,105	\$471,212	Delaware County	\$257,105	\$471,212
Lackawanna	\$123,156	\$225,715	Lackawanna County	\$123,156	\$225,715
Lancaster	\$403,469	\$739,463	Lancaster County	\$403,469	\$739,463
Lehigh Valley	\$387,940	\$711,001	Lehigh County	\$229,382	\$420,402
			Northampton County	\$158,558	\$290,599
Luzerne-Schuylkill	\$310,514	\$569,097	Luzerne County	\$208,758	\$382,603
			Schuylkill County	\$101,756	\$186,494
Montgomery	\$344,921	\$632,157	Montgomery County	\$344,921	\$632,157
North Central	\$274,352	\$502,821	Cameron County	\$14,269	\$26,151
			Clearfield County	\$83,896	\$153,761
			Elk County	\$38,888	\$71,273
			Jefferson County	\$45,073	\$82,608
			McKean County	\$50,075	\$91,776
			Potter County	\$42,151	\$77,252
Northern Tier	\$205,067	\$375,836	Bradford County	\$64,696	\$118,572
			Sullivan County	\$17,280	\$31,669
			Susquehanna Co.	\$45,471	\$83,337
			Tioga County	\$53,870	\$98,731

Workforce Area	State Funds	Federal Funds	County	State Funds	Federal Funds
			Wyoming County	\$23,750	\$43,527
Northwest	\$404,688	\$741,697	Clarion County	\$41,309	\$75,709
			Crawford County	\$81,875	\$150,058
			Erie County	\$168,926	\$309,601
			Forest County	\$17,050	\$31,248
			Venango County	\$50,594	\$92,727
			Warren County	\$44,934	\$82,354
Philadelphia	\$1,285,141	\$2,355,355	Philadelphia County	\$1,285,141	\$2,355,355
Pocono Counties	\$242,426	\$444,309	Carbon County	\$46,003	\$84,312
			Monroe County	\$107,999	\$197,936
			Pike County	\$41,555	\$76,161
			Wayne County	\$46,869	\$85,900
South Central	\$879,332	\$1,611,604	Adams County	\$67,642	\$123,972
			Cumberland County	\$120,903	\$221,586
			Dauphin County	\$169,298	\$310,282
			Franklin County	\$107,257	\$196,576
			Juniata County	\$28,172	\$51,632
			Lebanon County	\$92,077	\$168,755
			Perry County	\$41,295	\$75,684
			York County	\$252,688	\$463,117
Southern Alleghenies	\$365,073	\$669,092	Bedford County	\$57,131	\$104,707
			Blair County	\$75,316	\$138,036
			Cambria County	\$86,590	\$158,699
			Fulton County	\$21,331	\$39,095
			Huntingdon County	\$49,131	\$90,046
			Somerset County	\$75,574	\$138,509
Southwest Corner	\$235,422	\$431,473	Beaver County	\$84,114	\$154,160
			Greene County	\$36,719	\$67,298
			Washington County	\$114,589	\$210,015
Three Rivers	\$561,159	\$1,028,469	Allegheny County	\$561,159	\$1,028,469
Tri County	\$221,174	\$405,358	Armstrong County	\$53,674	\$98,371
			Butler County	\$90,446	\$165,766
			Indiana County	\$77,054	\$141,221
West Central	\$135,355	\$248,073	Lawrence County	\$56,956	\$104,387
			Mercer County	\$78,399	\$143,686
Westmoreland/ Fayette	\$269,613	\$494,135	Fayette County	\$101,873	\$186,708

Workforce Area	State Funds	Federal Funds	County	State Funds	Federal Funds
			Westmoreland Co.	\$167,740	\$307,427

APPENDIX C

Counties with Mandated ESL

Based on data from the American Community Survey (ASC), the Division of Adult Education has identified 19 counties in which successful applicants must provide a full range of English language acquisition activities and instruction for ESL students. Such instruction must include supporting ESL students to transition successfully to ABE instruction within the programing funded by the grant and to earn a high school equivalency credential, if needed.

ACS estimates 522,301 individuals in Pennsylvania over the age of 5 speak English “less than well.” The 19 counties in which English language acquisition activities and instruction are required account for 91.8 percent of those individuals.

County	% of total “speak English less than well”
Allegheny County	5.13%
Berks County	5.69%
Bucks County	5.00%
Centre County	1.11%
Chester County	3.93%
Cumberland County	1.41%
Dauphin County	2.59%
Delaware County	4.45%
Erie County	1.35%
Lackawanna County	1.63%
Lancaster County	6.12%
Lebanon County	1.19%
Lehigh County	6.90%
Luzerne County	2.77%
Monroe County	1.32%
Montgomery County	6.43%
Northampton County	2.68%
Philadelphia County	29.88%
York County	2.22%

Counties without Mandated ESL

All other counties account for less than one percent each. Successful applicants for services in these counties are not required to provide a full range of English language acquisition activities and instruction for ESL students. They are, however, allowed to provide English language acquisition activities and instruction if they determine that there is a demand for it and they have the capacity to meet that demand. Successful applicants that do not have such capacity will refer ESL students to the Distance Learning Project.

County	% of total “speak English less than well”
Adams County	0.54%
Armstrong County	0.08%
Beaver County	0.26%
Bedford County	0.08%
Blair County	0.16%
Bradford County	0.09%
Butler County	0.31%
Cambria County	0.15%
Cameron County	0.00%
Carbon County	0.17%
Clarion County	0.09%
Clearfield County	0.26%
Clinton County	0.12%
Columbia County	0.11%
Crawford County	0.27%
Elk County	0.02%
Fayette County	0.20%
Forest County	0.03%
Franklin County	0.74%
Fulton County	0.01%
Greene County	0.03%
Huntingdon County	0.11%
Indiana County	0.37%
Jefferson County	0.10%
Juniata County	0.18%
Lawrence County	0.23%
Lycoming County	0.23%
McKean County	0.06%
Mercer County	0.28%
Mifflin County	0.22%
Montour County	0.06%
Northumberland County	0.24%
Perry County	0.09%
Pike County	0.24%
Potter County	0.23%
Schuylkill County	0.36%
Snyder County	0.17%
Somerset County	0.20%
Sullivan County	0.02%

County	% of total “speak English less than well”
Susquehanna County	0.06%
Tioga County	0.02%
Union County	0.22%
Venango County	0.05%
Warren County	0.08%
Washington County	0.33%
Wayne County	0.12%
Westmoreland County	0.40%
Wyoming County	0.02%