



Content of Section 243 Integrated English Literacy and Civics Education Program Grant Application

This document is being provided for reference only. Section 243 Integrated English Literacy and Civics Education Program grant applications are submitted through [eGrants](#). The content of the application in eGrants is the official application.

Demonstrated effectiveness to determine eligibility

Applicant(s)

Enter the full name of the grant applicant. In the case of a consortium or coalition of agencies, each agency in the consortium/coalition must be entered separately.

Evidence of demonstrated effectiveness

Each of the entities listed above under Applicant(s) must provide a completed copy of the appropriate Demonstrated Effectiveness Table form. The forms are located on the [Division of Adult Education Grant Competitions](#) webpage. Each entity listed above in the Applicant(s) section must download and fill out its own appropriate table. The file should be saved using the following naming convention: “[Applicant Name] Demonstrated Effectiveness”. The grantee (or main grantee in the case of a consortium or coalition of agencies) must upload each of the completed tables below. To upload the files, click on the “Upload File” button. Find the desired file on your computer and select it. Uploaded files will appear in the table under the Upload File button.

Narrative

Description of need

1. Describe the proposed service area and the need for a section 243 Integrated English Literacy and Civics Education program in that service area. The answer must provide evidence to support the description of need. Provide data and cite the sources of that data. (Maximum 2000 characters)

Help button text: *The answer must identify the local workforce area(s) the applicant proposes to serve. If the applicant is not proposing services for the entire workforce area, it must identify the portion of the local area to be served. The applicant must provide sufficient relevant data to demonstrate the need for integrated English literacy and civics education activities in combination with integrated education and training activities in that area. The data must be up to date. The answer should include, but not be limited to, data about immigration trends, demographics of the English language learners in the area where the program will be provided, and employment and labor market statistics. Maximum 2000 characters.*

2. Describe how the agency determined the need for the integrated education and training activity that it is proposing to offer and why an integrated education and training activity is the preferred delivery method. (Maximum 3000 characters)

Help button text: *The answer should include information about the need for such services to English language learners, including those who are professionals with degrees and credentials in their native countries, and why an integrated education and training activity was needed instead of just having students attend adult education classes at the same time they are attending the training. The answer should include information on how the agency selected the sector(s), including citing information from the local plan and providing evidence that the integrated education and training activity aligns with the skill needs of employers in the service area. Discuss communication with the training provider to establish its commitment to provide the occupational training and all preliminary planning done. Discuss relevant communication with the local workforce board, local employers, other workforce partners, and social service agencies serving the target population. Maximum 3000 characters.*

3. Describe how the proposed integrated education and training activity is part of a career pathway and has the potential to lead to economic self-sufficiency. Provide evidence that it will help individuals enter or advance within a specific occupation or occupational cluster in the service area, preferably in in-demand industries. Provide evidence that there are appropriate employment opportunities for participants who complete the training. (Maximum 3000 characters)

Help button text: *The answer should provide evidence that the integrated education and training activity is part of a career pathways as defined in WIOA sec. 3(7). Maximum 3000 characters.*

Agency structure and capacity

1. Describe how the program director responsible for day-to-day oversight of the program will provide leadership that will ensure quality of instruction, accurate data management, sound fiscal accounting, appropriate program improvement and professional development, and adherence to federal and state laws and regulations, and Pennsylvania Department of Education and Division of Adult Education policies and guidelines. (Maximum 2000 characters)

Help button text: *In addition to addressing all of the items listed in the question, the answer must also include information on the amount of time the program director has to fulfill these duties as well as evidence of support from the larger agency and/or board of directors to fulfill these duties. Maximum 2000 characters.*

2. Describe how the agency will staff the Integrated English Literacy and Civics Education program funded under this grant. (Maximum 4000 characters)

Help button text: *The answer must include a description of the organizational structure of the Integrated English Literacy and Civics Education program. The answer must also provide evidence of sufficient staff, staff time, and resources to meet all of the requirements of the grant, including orientation, assessment, data collection and entry, instruction including lesson planning and preparation time, professional development and program improvement, student support/case management services, and collaboration with workforce development partners and other support services in the community. The program must address how it will prevent gaps in service due to staff turnover. If the agency uses local funds/in kind staff time to support some of this work, the answer should include that information. Maximum 4000 characters.*

3. Describe how the program will ensure that all staff are qualified and well trained. (Maximum 2000 characters)

Help button text: *The answer must address the minimum qualifications and professional development required by the division. The answer must also address the qualification of the individuals who will be teaching the occupational training portion of the Integrated Education and Training activity, including details on any required licenses or certification required by governing authorities for that field. Address staff induction procedures at the agency that ensure that new staff can immediately provide compliant services. The answer must also address how the program will support access to high quality professional development for staff, including ensuring access to professional development provided through electronic means. Maximum 2000 characters.*

4. Describe how the agency will meet the roles and responsibilities of a partner in the one-stop center, also known as America's Job Center/PA CareerLink®. (Maximum 2000 characters)

Help button text: *The answer must address at a minimum participation in the Memorandum of Understanding, contributions to infrastructure costs, access to adult basic education services, and the provision of career services allowed under Title II. Additional information and examples are strongly encouraged. Maximum 2000 characters.*

Program Design

1. Describe program design and agency capacity to provide both of the required components of the Section 243 Integrated English Literacy and Civics Education program. (Maximum 4000 characters)

Help button text: *The answer should propose a model that ensures provision of all required components in compliance with WIOA regulations and describe agency capacity to deliver the proposed model. Maximum 4000 characters.*

2. Describe how the agency will structure the Integrated English Literacy and Civics Education program, specifically how students will progress through the program and how the program will ensure that all interested program participants can access, participate in, and successfully complete the integrated education and training activity. (Maximum 3000 characters)

Help button text: *The answer should include information on how lower level students will be able to enter the program. Maximum 3000 characters.*

3. Describe how the overall program structure, instruction, and support services will help students develop the workforce skills necessary to succeed in employment. (Maximum 3000 characters)

Help button text: *Workforce skills include basic academic skills, critical thinking skills, digital literacy skills, self-management skills, competencies in utilizing resources, using information; working with others; understanding systems; and the skills necessary for successful transition into and completion of postsecondary education or training, or employment; and other employability skills that increase an individual's preparation for the workforce. The answer should address all relevant aspects of the program. (Maximum 3000 characters)*

Program improvement and data

1. Describe the program's data collection, entry, and reporting processes and procedures to ensure, per the division's policy, timely and accurate entry of data into the Division of Adult Education's online data reporting system and submission of required reports. (Maximum 2000 characters)

Help button text: *A complete answer must address all items listed in the question plus include information on the agency's policy and procedures regarding the assessment(s) it will use for reporting purposes and the process and procedures for collecting data on the achievement of secondary outcomes. Maximum 2000 characters.*

2. Describe how the program will monitor program performance and ensure continuous program improvement. (Maximum 2000 characters)

Help button text: *The answer should provide a clear, detailed explanation of how the program will use data to monitor and evaluate program performance and student outcomes. The answer should also describe how the program will use data to support continuous program improvement. Applicants should refer to the Adult Education and Family Literacy Guidelines Section 500 and 501 for information on division requirements related to program improvement. Maximum 2000 characters.*

3. Describe how the program will track and document student outcomes. (Maximum 2000 characters)

Help button text: *The answer should provide a clear, detailed explanation of how the program will document student outcomes including completion of the integrated education and training activity, postsecondary credential attainment, employment in a job related to the integrated education and training activity, outcome measures for civics education programs, and the outcomes listed in question 4 below for which the program is proposing target outcomes. Maximum 2000 characters.*

4. Applicants must propose enrollment and target outcomes for each year of the grant cycle for each of the following categories:
- Enrollment in the Integrated English Literacy and Civics Education (IELCE) Program
 - Number of IELCE program participants who have an educational functioning level (EFL) gain based on pre-/posttesting
 - Number of IELCE program participants who earn a high school equivalency (HSE) credential while in the program or within six months after exit.
 - Enrollment in the integrated education and training (IET) activity
 - Number of IET participants who complete the IET, including attaining any related credential necessary for employment
 - Number of IET completers who are employed in a job related to the IET within six months of completion of the IET.

Help button text: *All targets must be ambitious and align with the funding requested. Agencies requesting grant amounts resulting in a higher cost per student should have more ambitious targets. Successful applicants will negotiate with PDE to establish the official targets, which the grantees will be expected to meet. The grantee’s success in meeting its annual targets will be a consideration for the next year’s funding and conditions.*

	PY 2020-21 Target	PY 2021-22 Target	PY 2022-23 Target
Enrollment in the IELCE Program			
# of IELCE program participants who have an EFL gain based on pre-/posttesting			
# of IELCE program participants who earn a HSE credential while in the program or w/in 6 months after exit.			
Enrollment in the IET activity			
# of IET participants who complete the IET, incl. attaining			

related credential necessary for employment			
# of IET completers employed in a job related to the IET w/in 6 months of completion of IET			

Integrated English literacy and civics education instruction

1. Describe the curriculum and instructional practices to be used in the integrated English literacy and civics education portion of program, including how the program will integrate the three components. (Maximum 3000 characters)

Help button text: *The answer must describe which levels will be provided and how the program will use the College and Career Readiness Standards for Adult Education (CCRS) and the English Language Proficiency Standards to ensure that the classes lead to educational advancement and prepare students to enroll in and successfully complete the integrated education and training activity. The answer must also provide evidence that the research-based instructional and educational practices that support adults in reading, including the essential components of reading instruction; writing; speaking; and English language acquisition are effective and based on best practices derived from the most rigorous research available. The answer should address how these practices support students in understanding the rights and responsibilities of citizenship and civic participation. The answer must also address how instruction will be contextualized so that students gain the skills needed to transition to and complete postsecondary education and training programs, gain and advance in employment leading to economic self-sufficiency and exercise the rights and responsibilities of citizenship. Maximum 3000 characters.*

2. Describe how instructors will be given sufficient time to plan the instructional program and prepare lessons for the integrated English literacy and civics education activities. (Maximum 2000 characters)

Help button text: *The answer should address time for the instructors in the integrated English literacy and civics education activities to do both program planning and lesson planning. Describe all co-planning activities. Maximum 2000 characters.*

3. Describe how instructional staff will determine their students' educational needs and plan instruction to meet those needs, including strategies to support participants with learning differences and participants with disabilities. (Maximum 2000 characters)

Help button text: *The answer must address a variety of methods for determining student needs. The answer must also explain how programs address the needs of individuals with disabilities, including learning disabilities and differences. Maximum 2000 characters.*

Integrated education and training instruction

1. Describe the integrated education and training activity proposed, including the single set of learning objectives. (Maximum 3000 characters)

Help button text: *The answer must specify the single set of learning objectives for the integrated education and training activity and provide details on all three components of the integrated education and training activity and how they support the single set of learning objectives. Include information about the proposed classroom instruction model and how each of the three components will support and reinforce the concepts and content taught in the other two components to ensure students achieve the learning objectives, complete the integrated education and training activity, earn any related credentials, and gain related employment. The information in the answer must clearly show that the integrated education and training activity meets all of the federal requirements to be integrated and for the purpose of educational and career advancement. Maximum 3000 characters.*

2. Describe the occupational training component of the integrated education and training activity, including the curriculum. (Maximum 3000 characters)

Help button text: *The answer must include the name of the entity that will provide the training, including the trainer, if known; any regulatory or legal mandates dictating entrance requirements for participants for the training; and any regulatory or legal mandates dictating how the occupational training must be delivered. The answer must describe how the provision of the occupational training will be adapted to formally and transparently reinforce the adult education and workforce preparation content of the integrated education and training activity and ensure true integration of the three components. (Maximum 3000 characters)*

3. Describe how instructors will be given sufficient time to plan the instructional program and prepare lessons for the integrated education and training activity. (Maximum 2000 characters)

Help button text: *The answer should address time for the instructors in the integrated education and training activities to do program planning and lesson planning. Describe all co-planning activities. Maximum 2000 characters.*

Student Identification and Support

1. Describe the population the program will serve and how the program will recruit individuals who are appropriate candidates. (Maximum 3000 characters)

Help button text: *The answer must address both identification of target populations and recruitment of those individuals. Applicants should refer to the local workforce plan(s) for the local area(s) to be served to find out the groups identified by the local board(s) as being target populations for the workforce system. (Maximum 3000 characters)*

2. Describe the student orientation and goal setting process in the Integrated English Literacy and Civics Education program. (Maximum 3000 characters)

Help button text: *The answer should address the requirements of orientation described in the Adult Education and Family Literacy Guidelines Section 301. The answer should also describe how it will help potential students to determine if the program is appropriate for them, including, but not limited to, information on any special requirements such as attendance. Maximum 3000 characters.*

3. Describe how the program will work with students to identify and address barriers to participation in a manner that meets the needs of eligible participants and supports their persistence in the program. (Maximum 2000 characters)

Help button text: *The answer must include information on how the program will coordinate with federal, state, and local support services and not duplicate services. Provide evidence that the applicant sought support services through partnerships before investing grant funds for such services. Maximum 2000 characters.*

4. Describe the steps the program will take to ensure equitable access to, and participation in, this grant funded program. (Maximum 1000 characters)

Help button text: *The answer must address equitable access to and participation in the proposed services. See information on GEPA at <https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>. Maximum 1000 characters.*

Digital Literacy and Technology

1. Describe how the program will support students in the program to develop digital literacy skills. (Maximum 3000 characters)

Help button text: *Digital literacy means the skills associated with using technology to enable users to find, evaluate, organize, create, and communicate information. Maximum 3000 characters.*

2. Describe how the program will use a range of technology to enhance the availability and quality of its services, improve student outcomes and performance, and improve program efficiency. (Maximum 3000 characters)

Help button text: *The answer should address the use of technology for instruction, for the provision of other services to students, and the use of technology to improve program efficiency. If the program is supplementing classroom instruction with distance learning, include that information here. Maximum 3000 characters.*

Alignment with workforce

The content of this section will also be reviewed for alignment with the local workforce plans by the local board of the area(s) selected. Local boards will be given the opportunity to provide recommendations to improve alignment.

Workforce Area 1: Select the local workforce area in which your program will provide services. (Dropdown list of all local workforce areas: Berks Co.; Bucks Co.; Central; Chester Co.; Delaware Co.; Lackawanna Co.; Lancaster Co.; Lehigh Valley; Luzerne-Schuylkill; Montgomery Co.; North Central; Northern Tier; Northwest; Philadelphia Co.; Pocono Cos.; South Central; Southern Alleghenies; Southwest Corner; Three Rivers; Tri County; West Central; Westmoreland/Fayette)

1. Describe how the analysis of local need for the integrated English literacy and civics education activity and the proposed integrated education and training activity aligns with and is responsive to the analysis of the following in the local workforce plan for the local area selected: the workforce in the area, including the educational and skill levels of that workforce and the knowledge and skills needed to meet the employment needs of the employers in the area. (Maximum 2000 characters)

Help button text: *Refer to Sections 1.1, 1.2, 1.3, and 1.4 of the local workforce plan for this local workforce area. A good answer will draw clear and direct connections between the information in the Description of Need section of this grant and the analysis in the local workforce plan. The answer must include information from the analysis in the local plan. It will address all of the items listed in the question. Maximum 2000 characters.*

2. Describe how the activities proposed in this application align with and support the strategic vision and goals for preparing an educated and skilled workforce, as described in the local plan. (Maximum 2000 characters)

Help button text: *Refer to Section 2.1 of the local workforce plan for this local workforce area. A good answer will directly link the activities proposed in this grant application to the strategic vision and specific goals in the local plan. The answer should provide specific examples. Maximum 2000 characters.*

3. Describe how the activities proposed in this application serve the target populations with barriers to employment that are identified in section 4.13 of the local plan and how the program will support their success in gaining employment. (Maximum 2000 characters)

Help button text: *A good answer will identify the target populations from the local plan that can benefit from adult basic education services and will explain how the services proposed in this grant application will support those populations. The answer will provide specific examples that directly link proposed activities and services to skills necessary to gain employment. Maximum 2000 characters.*

4. Describe how the activities proposed in this application support and align with the key career pathways identified in the local plan. (Maximum 2000 characters)

Help button text: *The answer should include information on how the program will coordinate with other local partners to assist in the development of career pathways and ensure on-ramps for students in the Integrated English Literacy and Civics Education program. When addressing coordination with partners, include WIOA core programs as well*

as other workforce, education, training, and social service partners. See sections 2.3, 3.3, 4.3, 4.6 of the local plan. Maximum 2000 characters.

5. The local plan describes in several sections how the local board plans to work with entities carrying out WIOA core programs, including Title II adult education providers; other workforce development programs; PA CareerLink® partners; and other education providers to coordinate and align services. Describe how the services proposed in this grant application align with the proposed activities. (Maximum 2000 characters)

Help button text: See Sections 2.2, 3.2, 3.3, 4.3, 4.10 and 4.12 of the local workforce plan for this local workforce area. The answer may include information on co-enrollment with Title I programs and activities as appropriate. The answer may also include additional activities not mentioned in the local plan but that your program believes it can provide. Maximum 2000 characters.

6. Describe how the local workforce board was consulted in preparation for this grant application. (Maximum 2000 characters)

Help button text: The answer should include information about planning meetings. Maximum 2000 characters.

Workforce Area 2 (if applicable) Select the local workforce area in which your program will provide services. Same dropdown list and same questions.

Past effectiveness

Describe the applicant's (or applicants' in the case of a consortium or coalition of agencies) effectiveness in the immediate preceding two program years in improving the literacy of eligible individuals and meeting the state levels of performance especially with regard to eligible individuals with low levels of literacy and to English language learners. Address past effectiveness in achieving the following outcomes with such learners: improving English language proficiency; transitioning from ESL to ABE; improving reading, writing, and mathematics skills; attaining a high school equivalency credential; transitioning to employment; transitioning to postsecondary education or training; and earning a postsecondary credential through participation in an integrated education and training activity or while co-enrolled in an adult basic education program. (Maximum 4000 characters)

Help box text: The answer should include information that clearly establishes past effectiveness with English language learners related to all of the listed outcomes. Information may be qualitative and quantitative. The information provided should include the total numbers as well as percentages to make clear the full extent of the past effectiveness. In the case of a consortium or coalition of agencies, the answer must address the past effectiveness of each agency separately. Maximum 4000 characters

Agency information

Staff

List all staff that will work on activities of the section 243 Integrated English Literacy and Civics Education grant, including all administrative, direct services, and support staff by position title, role(s), employment status, and percentage of total time on the IELCE 061 grant. If the occupational trainer will be paid in part or in full with section 243 funds, include the trainer. Include volunteers, classroom aides and tutors, if applicable. Provide evidence that staff members are highly qualified by listing the minimum qualifications for each position.

Position Name in agency	Role(s) covered by the position	Status at agency (full-time, part-time, volunteer)	% of time on IELCE 061 grant activities	Minimum qualifications required for this position
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Help button text: *The information provided here should align with the information in the salary sections of the budgets.*

- *Position title: Title on the agency's position description.*
- *Role(s): The main duties of the position (e.g., program administration, program coordination, instruction, assessment, intake/orientation, barrier student support, transition student support, data entry, in-house professional development specialist (IHPDS), grant management, etc.)*
- *% of total time on IELCE 061 grant: The percentage of each employee's overall time spent working on activities for the IELCE 061 grant activities. For example, the program administrator may be a full time employee at ABC Literacy Center but only spends 10% of their time working on the 061 activities.*
- *Minimum qualifications: Include only what the agency requires to hire a person for that position. Do not list the qualifications of the person currently holding the position. For example, if the agency requires clerical staff to have at least a high school diploma or equivalent, that is the information to include, even if the person currently doing clerical work has a bachelor's degree.*

Class sites and schedule

Class location

Enter the location for each class site.

Building	Address
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Help box text: *Include the name of the building in the first column and the street address and city in the second column. Select the appropriate county from the dropdown. Click "Save & Continue" when complete to create the dropdown menu for the first column in the class schedule.*

Class schedule

Class location	Type of class	Class level	Start date	End date	Number of hours per week	Total hours	Class days and times
	IELCE IET	ESL level 1/2 ESL level 2/3 ESL level 3/4 ESL level 4/5 ESL level 5/6 ESL level 6 IET					

Help button text: All classes must be managed enrollment. Each class must be entered separately. If you are offering a class more than once during the program year, each instance must be entered on a separate line.

Class location: The content of the dropdown is populated from the information entered in the Class Sites section.

Type of class: Select IELCE or IET

Class level: For IELCE class type, select the level(s). For IET class type, select IET.

Agency activity summary

1. Enter a number or dollar amount in each open cell.

	Total Planned Enrollment	# IET participants (subset)	Requested Amount
ABE Institutional			
ABE Community Based			
Totals			
Requested Amount			
Cost Per Student IELCE activity only			
Cost Per Student IET only			

Help button text: The table will automatically calculate the amounts in the Totals row and in the Cost Per Student row. The numbers in the Total Planned Enrollment column must align with the activities the agency proposes to provide and must match the contracted enrollment proposed for PY 2020-21 in the narrative. The number of students in the IET column is a subset of the number in the ABE rows in the Total Planned Enrollment column and must match the proposed IET participants for PY 2020-21 in the narrative. Requested amounts should reflect the amounts the agency proposes to use to provide the related services. The requested amounts must adhere to the floors and ceilings explained in the Adult Education and Family Literacy Guidelines.

2. Provide a detailed explanation for the numbers entered in the Agency Activity Summary table. (Maximum 2000 characters)

Help button text: The answer must explain the proposed enrollment in the "Total Planned Enrollment" column and the "# IET participants (subset)" column. Explain the proposed dollar amounts requested for each of the activities.

Subgrantee Activity Summary

If applicable, enter all subcontracting agencies that are to provide instructional services. If the subcontracting agency is entering its own data, you must enter the administrative unit number (AUN).

Subgrantee Name	AUN	Total Planned Enrollment	Subgrant Amount

Counties Served

List each county in which the agency will provide services and the anticipated amount of funds to be expended.

County Served	Federal Dollar Amount

Program Contact Information

Enter all information for the program contact. Select the type of agency from dropdown list.

Help button text: *The program contact is the person responsible for day-to-day oversight of the adult basic education program. This person will be on the Division of Adult Education's program contact list and will receive email notifications from the division. It should not be a grants administrator or other high level management.*

Title

Name: (First, Middle, Last)

Address: (street)

(city)

(state)

Zip Code:

Telephone:

Email Address:

Type of Agency: Community-based organization; Community, Technical or Junior College, Correctional Institution, Faith Based Organization, Four Year College or University, Library, Local Education Agency, Other Agency, Other Institution (Non-Correctional), Other Institution of Higher Education)

This individual is a full time employee at the agency.

Yes, No

Assurances

- The applicant will expend funds awarded under this grant only in a manner consistent with the supplement not supplant provision in section 241(a).
- The applicant will abide by federal and state regulations that govern these grant funds.
- The applicant has read and reviewed the most current versions of Division of Adult Education policies and guidelines and will abide by them
- The Integrated English Literacy and Civics Education program provided under this grant will include at least one integrated education and training activity that meets all requirements under federal regulations and division policy and guidance.

- The Integrated English Literacy and Civics Education program provided under this grant will (1) prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.
- The occupational training included as part of the program will be provided by qualified providers.

Budget

Salary

Function	Object	Role	Name	Degree	# Hours	\$/hour	Amount
1691	101	Assessment					
2122	102	Childcare/babysitting					
2160	103	Clerical					
2200	105	Data entry					
2300	110	Data review/quality					
2600	116	Employee buy out					
2900	190	Fiscal administration					
		General grant administration					
		Human resources					
		IELCE lesson planning					
		IELCE program planning					
		IET lesson planning					
		IET program planning					
		Instruction					
		Intake/orientation					
		Other					
		Paid classroom aide					
		PD support					
		Program coordination					
		Program director					
		Student recruitment					
		Student support					
		Volunteer classroom aide					
		Volunteer tutor					

Help button text: Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Enter information for this part of the application one name at a time. Select a cost function and object code from the dropdown menus; use the appropriate object code for the employee's position. select a role to specify the work being done; For example, OC 105 Administrative Support Personnel can be "Clerical" in some function codes and "Data entry" in FC 2900. type in the name; choose the degree from the dropdown menu; enter the number of hours; and enter the hourly rate for each staff member. The amount paid will be automatically calculated. Click on the "add" button to add that person to the list. Repeat this sequence until all staff has been entered.

Note: Individual staff members may be entered on the list more than one time if they fulfill multiple roles.

Note: The total hours entered for each staff member (all grants combined) cannot exceed 2080 hours unless previously approved by the division.

The applicant may provide narrative information to clarify the salary expenses if desired.

Benefits

Function	Object	Description	Amount
1691	210		
2122	220		
2160	230		
2200	231		
2300	250		
2600			
2900			

Help button text: Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. All benefits charged to the grant must be prorated across function codes in the same proportions as the associated staff salaries. Select a cost function and object code from the dropdown menus; add a description of the benefit; and the total amount. Click on the "add" button after each entry. Repeat this sequence until all benefits have been entered.

Note: Total FICA costs must not exceed Federal rate totals.

The applicant may provide narrative information to clarify expenses if desired.

Contracted Services

Function	Object	Name	Description	Amount
1691	320			
2122	324			
2160	330			
2200	340			
2300	350			
2600	390			
2900				

Help button text: Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Enter information for contracted professional and technical services. Select a cost function and object code from the dropdown menus; OC 330 may only be allocated to FC 2300. OC 350 may only be allocated to FC 2600. PA CareerLink infrastructure costs must be allocated to FC2300/OC390. Enter the name of the contractor. The information in the Name column must be the name of the entity or person with whom the program is contracting. General descriptions are not acceptable. Enter a brief description of the services contracted for and enter the amount. Click on the "add" button after each entry. Repeat this sequence until all contracted services have been entered.

The applicant may provide narrative information to clarify expenses if desired.

Building-related

Function	Object	Description	Amount
2600	410		
	420		
	430		
	441		
	490		
	520		

Help button text: Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Enter information for building-related expenses. Select a cost function and object code from the dropdown menus; enter a brief description of the item; and enter the amount. Click on the "add" button after each entry. Repeat this sequence until all building-related expenses have been entered.

The applicant may provide narrative information to clarify expenses if desired.

Leased Equipment

Function	Object	Description	Amount
1691	442		
2122	448		
2160	449		
2200			
2300			
2900			

Help button text: Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Enter information for leased equipment. Select a cost function and object code from the dropdown menus; enter a brief description of the item; and enter the amount. Click on the "add" button after each entry. Repeat this sequence until all leased equipment items have been entered.

The applicant may provide narrative information to clarify expenses if desired.

Purchased Equipment

Function	Object	Description	Unit Cost	Number of units	Amount	Location	Job title for computers
1691	790						
2122							
2160							
2200							
2300							
2900							

Help button text: Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Enter information for purchased equipment. Select a cost function and object code from the dropdown menus; enter a brief

description of the item, the cost per unit, the number of units, the location where the equipment will be housed/used, and the job title of the person who will have primary use (for computers). You do not need to enter an amount: this field will update automatically. Click on the "add" button after each entry. Repeat this sequence until all purchased equipment has been entered.

The applicants must provide an explanation/justification for any equipment to be purchased.

Program-related

Function	Object	Description	Amount
1691	530		
2122	540		
2160	550		
2200	580		
2300	610		
2600	640		
2900	650		
	810		

Help button text: *Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Enter information for other program-related expenses. Select a cost function and object code from the dropdown menus; enter a description of the expense. The description must clearly and specifically describe the purpose of the expenditure. Do not simply restate the object code title and enter the amount. Click on the "add" button after each entry. Repeat this sequence until all program-related expenses have been entered.*

The applicant may provide narrative information to clarify expenses if desired

Restricted Indirect Costs

Function	Object	Amount
5000	900	

Help button text: *Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. Exclude the total in the Purchased Equipment section and the amount of subgrants above \$25,000 per subgrantee when calculating the restricted indirect costs.*

Local Match

Function	Object	Description	Local Match Third Party In-Kind	Local Match Cash	Amount
LM	101				
	102				
	103				
	105				
	106				
	110				
	190				
	210				
	220				
	230				
	231				
	250				
	260				
	320				
	330				
	340				
	350				
	360				
	390				
	410				
	420				
	430				
	441				
	442				
	448				
	449				
	490				
	520				
	530				
	540				
	550				
	580				
	610				
	640				
	650				
	790				
	810				
	891				

Help button text: *Select the LM function code; select an object code from the dropdown menu; enter a description of the item; enter the local match in-kind and/or local match cash that corresponds with the object code you selected. The amount column will automatically calculate, no need to enter an amount in that column. Click on the "add" button after each entry. Repeat this sequence until all Local Match is entered.*

Budget Narrative

Describe how the funds requested will support the purpose of the section 243 grant. The description should provide clear evidence that the proposed expenditures are reasonable and necessary to meet the requirements of the programs, including achieving the performance targets the agency proposed in *Program Improvement and Data, Question 4*. (Maximum 3000 characters)