

Request for Grant Application Guidelines Adult Basic Education Direct Service (064)

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

February 2018



**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 Higher 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 \$13 million. This amount is based on the estimated federal grant award for Fiscal Year (FY) 2018 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 Higher 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 \$8,384,288. This amount is based on the Adult and Family Literacy line item in the governor's proposed FY 2018-19 budget and is subject to change. Fifteen percent of the available state funding (\$1,257,643) will be reserved for the optional tutor training competition portion of the grant application.

Both federal and state funds (excluding the 15 percent reserve for tutor training) 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). The funds reserved for the tutor training competition will not be allocated to specific regions. Applicants for this option funding will be able to request the amount reasonable and necessary to support the proposed tutoring program.

All applicants for funding under this RGA that are eligible providers under both federal and state laws must 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](#).

Federal and State 064 Grant

Successful applicants for Adult Basic Education Direct Service 064 grant funds must demonstrate the capacity to provide a full range of services throughout the course of a program year. Programs must provide the following to be considered full service:

- Year-round classroom instruction and support services, including during the summer. Programs may have a reduced schedule over the summer but must ensure access to instruction and support services.
- Adult education and literacy activities and instruction for adult basic education students at all educational functioning levels from Beginning Literacy Adult Basic Education (ABE) to High Adult Secondary Education (ASE), including high school equivalency test preparation as needed.
- English language acquisition activities and 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/ASE instruction within the programming funded by the grant and to earn a high school equivalency credential, if needed. PDE has identified 18 counties in which successful applicants must provide these services. See Appendix C.
- Supplemental computer-based distance learning opportunities to students participating in face-to-face instruction.
- Referral and support of appropriate students to the distance learning project, as appropriate.
- Support services to help students address barriers to participation.
- 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.
- Integration of workforce preparation activities into instruction and support services.

- A cadre of volunteer classroom aides to provide additional instructional support to students participating in classroom instruction. (All grant recipients must use at least 5 percent of the state grant funds to support a tutoring program that recruits, trains, and supports volunteer classroom aides, except those that are not eligible providers under state law.)
- 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.)
- Be a partner at a local PA CareerLink site and fulfill all the roles and responsibilities of a one-stop partner, including entering into a Memorandum of Understanding (MOU) with the local workforce board, contributing to infrastructure costs of the PA CareerLink site, providing access to adult basic education 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:

- 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)
- Integrated English literacy and civics education activities (not the Section 243 program)
- Integrated education and training activities (federal funds only)
- 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.

Optional Tutoring Program Subproject

Pennsylvania Act 143 requires that 20 percent of the allocation for adult basic education be used for programs that recruit, train, and support volunteer adult literacy education instructors, also known as volunteer tutors. These individuals provide one-on-one and small group tutoring. The Division of Adult Education recognizes that not all eligible providers of adult basic education have the capacity to use 20 percent of the state grant funds to support a tutoring program. Therefore, the division is reserving 15 percent of the state allocation for a sub-competition for optional tutoring program funds within the main Adult Basic Education Direct Service 064 competition. The remaining 5 percent of the mandated 20 percent must be used by successful 064 applicants to support volunteer classroom aides as described above.

Applicants for the Adult Basic Education Direct Service 064 that are eligible applicants for state funds may choose to also apply for additional funds under the State Optional Tutoring Program subproject, for the sole purpose of supporting a program to recruit, train, and support volunteer tutors to provide one-on-one and/or small group instruction. Details regarding the requirements for tutoring programs are in Appendix A of the *Adult Education and Family Literacy Program Guidelines*.

The optional tutoring program funds are only available as part of the larger Adult Basic Education Direct Service 064 grant. Applicants may not apply for only optional tutoring program funds. However, review of the optional tutoring program proposal will be independent of the

review of the main grant. Therefore, it is possible that applicants for federal and state funds that also apply for tutoring program funds will receive the main funds but not the tutoring program funds.

Funds awarded under the optional tutoring program subproject may only be used to cover costs directly associated with recruiting, training, and supporting tutors. All costs associated with the provision of services to the students served by tutors must be allocated to the main 064 grant. No administrative costs may be charged to the tutoring program subproject budget.

Programs that are awarded optional tutoring program funds must have tutoring programs established and providing services as proposed during Program Year (PY) 2018-19. Programs that do not meet this requirement will not have the additional tutoring program portion of the grant renewed in the following program years.

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; and
10. A partnership between an employer and an entity described above.

For the purposes of determining demonstrated effectiveness to qualify as an eligible provider, PDE will require applicants to provide quantitative data for the immediate preceding three program years. The data must demonstrate the applicant's success in helping students achieve the following outcomes:

1. Improve skills in mathematics, reading, writing, and/or English language proficiency;
2. Earn a high school equivalency credential;
3. Get a job;
4. Retain a job; and
5. Enter postsecondary education or training.

The data must include the numbers in the numerator, denominator, and percentage. Applicants will also have to provide an explanation of how the data were collected and outcomes determined.

Entities that are not able to provide the data needed for demonstrated effectiveness are not eligible providers and will not be able to receive grant funds.

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.

For the purposes of the competition in Pennsylvania for both federal and state funds, 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. Answers in the grant application should reflect the work the consortium/coalition as a whole rather than treat each entity separately. Applicants cannot subcontract with another applicant for a portion of the proposed services. Agencies can only be a main grantee or a subgrantee.

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.
- A variety of instructional options, including instructional models, times and locations, to meet the scheduling needs of students.
- High quality instruction that is based on best practices and the *College and Career Readiness Standards for Adult Education* and is of sufficient intensity to lead to student outcomes.
- 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 items that must be addressed in the grant applications and items that PDE must take into consideration when awarding grants. In addition, section 427 of the General Education Provisions Act 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. 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.

Past Performance as a Portion of Scoring

PDE takes past performance into consideration when awarding grants.

Applicants will be reviewed on past performance based on data provided in the grant application for the immediate preceding three program years. The data must demonstrate the applicant's success in helping students achieve the following outcomes:

1. Improve skills in mathematics, reading, writing, and/or English language proficiency;
2. Earn a high school equivalency credential;
3. Get a job;
4. Retain a job; and
5. Enter postsecondary education or training.

The data must include the numbers in the numerator, denominator, and percentage. Applicants will also have to provide an explanation of how the data were collected and outcomes determined.

Grant Terms and Conditions

Multi-Year Contracts

Successful grant applications will be approved for a four-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.

PDE reserves the right to shorten or extend the four-year grant cycle as the situation warrants.

Program Funding Requests

The following funding limitations apply to all grant applications:

1. Applicants must apply for a minimum of \$125,000 in federal funds and \$75,000 in state funds. (Exception: entities that do not qualify as eligible providers under state law may only apply for federal funds.) Applicants may apply for up to the maximum allocated for the area it proposes to provide services.
2. Applicants may apply for funding up to a maximum of \$1,750 per contracted student, with the total requested not to exceed the amount allocated to the proposed service area.

Grant Application Components

The Adult Basic Education Direct Service 064 grant application consists of three sections: Narrative, Applicant Information, and Budget. Guides will be provided that review how applicants create and complete a grant application.

Narrative

The narrative provides evidence of past effectiveness, analysis of need, details of program capacity and service delivery, alignment of services with the local plan, and other information relating to coordination, collaboration, and program improvement. The narrative 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.

There is a separate section within the narrative for the optional tutor training competition. This section will be scored independently of the rest of the narrative. Applicants that choose not to apply for these funds should enter N/A in each section before marking it complete.

Applicant information

The Applicant Information section provides detailed information regarding staff qualifications, program site(s) and 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.

Applicants applying for the optional tutor training funds should include information related to the proposed activities in this section.

Budget

There are separate budgets (called “subproject” in eGrants) for each funding source, federal and state, as well as an additional subproject for the tutor training competition.

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. The information in the budget will be rated for its alignment with and support of the information provided in the narrative and applicant information sections. It will also be rated for accuracy against the budget information in the guidelines.

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.

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 because it does not have three complete years of program data necessary to meet the requirement of “demonstrated effectiveness.”
2. Application is incomplete.
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 ensure compliance with 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 100 of 147 will not be funded regardless of availability of funds.

Applications for the optional tutor training funds will be awarded from highest scoring to lowest scoring until funds are no longer available. Applications for tutor training funds with a score of less than 18 of 24 on the tutor training portion of the narrative will not be funded regardless of availability of funds. Unsuccessful applications for the optional tutor training funds will not play a role in awarding of funds under the main grant competition. However, applicants that are not awarded funds under the main grant competition will not be awarded tutor training funds regardless of the score on the tutor training portion of the application.

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.

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 grants 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 presented during the grant bidders' webinar. 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. Questions regarding the Adult Basic Education Direct Service grant application process must be sent to ra-able@pa.gov. Division of Adult Education staff will periodically post responses to submitted questions on the Department of Education website for all applicants to review.
5. Application Deadline: Eligible applicants must submit their proposal to PDE by April 3, 2018, 2:00 PM. All sections must be marked complete (evidenced by a green check mark next to each section) and the complete button must be chosen.

4. GRANT TIMELINE

Dates	Activity
February 23, 2018	Grant Application Guidelines Available
February 26, 2018	Grant Bidders Webinar
February 28, 2018	Adult Basic Education Grant Application Available (open)
April 3, 2018, 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	

Agency	One Authorized Representative	Two Authorized Representatives
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 [Dun and Bradstreet](#) Data Universal Numbering System (DUNS) 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) DUNS number or DUNS number + 4 if applicable; (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.

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
- eData Manual and Glossary
- 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	Score Range
Description of Need	6
Agency Structure and Capacity	26
Program Improvement and Data	10
Program Overview	10
Instruction	18
Student Identification and Support	18
Technology	6
Corrections Education	4
Alignment with Workforce	12
Past Effectiveness	6
Agency Information	11
Budget	20
Total	147

Minimum acceptable score = 100/147

Scoring Summary: Optional Tutoring Program

The maximum total score for the optional tutoring program competition is 24 points.

Minimum acceptable score = 18/24

APPENDIX B

Allocations by Local Workforce Area and County

Workforce Area	State Funds	Federal Funds	County	State Funds	Federal Funds
Berks	\$257,302	\$469,355	Berks County	\$257,302	\$469,355
Bucks	\$224,229	\$409,026	Bucks County	\$224,229	\$409,026
Central	\$431,653	\$787,397	Centre County	\$91,149	\$166,269
			Clinton County	\$42,542	\$77,603
			Columbia County	\$41,361	\$75,449
			Lycoming County	\$84,634	\$154,384
			Mifflin County	\$38,715	\$70,622
			Montour County	\$11,215	\$20,457
			Northumberland Cty.	\$60,994	\$111,262
			Snyder County	\$30,771	\$56,130
			Union County	\$30,272	\$55,221
Chester	\$204,707	\$373,414	Chester County	\$204,707	\$373,414
Delaware	\$222,744	\$406,316	Delaware County	\$222,744	\$406,316
Lackawanna	\$109,073	\$198,964	Lackawanna County	\$109,073	\$198,964
Lancaster	\$333,072	\$607,571	Lancaster County	\$333,072	\$607,571
Lehigh Valley	\$323,402	\$589,931	Lehigh County	\$189,823	\$346,264
			Northampton County	\$133,579	\$243,667
Luzerne-Schuylkill	\$269,868	\$492,277	Luzerne County	\$179,678	\$327,757
			Schuylkill County	\$90,190	\$164,520
Montgomery	\$302,128	\$551,124	Montgomery County	\$302,128	\$551,124
North Central	\$237,595	\$433,406	Cameron County	\$12,581	\$22,949
			Clearfield County	\$71,600	\$130,609
			Elk County	\$33,090	\$60,361
			Jefferson County	\$38,683	\$70,563
			McKean County	\$44,996	\$82,078
			Potter County	\$36,645	\$66,846
Northern Tier	\$180,846	\$329,890	Bradford County	\$56,400	\$102,882
			Sullivan County	\$15,194	\$27,716
			Susquehanna Cty.	\$40,076	\$73,105
			Tioga County	\$48,115	\$87,768
			Wyoming County	\$21,061	\$38,419
Northwest	\$352,160	\$642,388	Clarion County	\$35,882	\$65,454
			Crawford County	\$71,407	\$130,256
			Erie County	\$145,198	\$264,861
			Forest County	\$15,144	\$27,625
			Venango County	\$44,363	\$80,924
			Warren County	\$40,166	\$73,268
Philadelphia	\$1,112,264	\$2,028,926	Philadelphia County	\$1,112,264	\$2,028,926

Workforce Area	State Funds	Federal Funds	County	State Funds	Federal Funds
Pocono Counties	\$208,553	\$380,429	Carbon County	\$37,021	\$67,531
			Monroe County	\$93,421	\$170,413
			Pike County	\$37,465	\$68,341
			Wayne County	\$40,646	\$74,144
South Central	\$759,839	\$1,386,054	Adams County	\$59,887	\$109,242
			Cumberland County	\$105,600	\$192,630
			Dauphin County	\$140,656	\$256,576
			Franklin County	\$94,774	\$172,881
			Juniata County	\$24,778	\$45,198
			Lebanon County	\$79,218	\$144,505
			Perry County	\$34,306	\$62,580
			York County	\$220,620	\$402,442
Southern Alleghenies	\$326,200	\$595,034	Bedford County	\$51,228	\$93,448
			Blair County	\$65,055	\$118,669
			Cambria County	\$81,518	\$148,700
			Fulton County	\$18,226	\$33,246
			Huntingdon County	\$43,177	\$78,761
			Somerset County	\$66,996	\$122,210
Southwest Corner	\$212,246	\$387,167	Beaver County	\$76,990	\$140,440
			Greene County	\$32,942	\$60,092
			Washington County	\$102,314	\$186,635
Three Rivers	\$499,804	\$911,712	Allegheny County	\$499,804	\$911,712
Tri County	\$196,572	\$358,574	Armstrong County	\$48,589	\$88,632
			Butler County	\$80,655	\$147,126
			Indiana County	\$67,328	\$122,816
West Central	\$119,186	\$217,413	Lawrence County	\$49,228	\$89,799
			Mercer County	\$69,958	\$127,614
Westmoreland/ Fayette	\$243,200	\$443,631	Fayette County	\$90,462	\$165,016
			Westmoreland Cty.	\$152,738	\$278,615

APPENDIX C

Counties with Mandated ESL

Based on data from the American Community Survey (ASC), the Division of Adult Education has identified 18 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/ASE instruction within the programming funded by the grant and to earn a high school equivalency credential, if needed.

ACS estimates 486,000 individuals in Pennsylvania over the age of 5 speak English “less than well.” The 18 counties in which English language acquisition activities and instruction are required account for 90 percent of those individuals.

County	% of total “speak English less than well”
Allegheny County	5.44%
Berks County	5.56%
Bucks County	4.41%
Chester County	4.82%
Cumberland County	1.27%
Dauphin County	2.25%
Delaware County	4.52%
Erie County	1.38%
Lackawanna County	1.61%
Lancaster County	5.78%
Lebanon County	1.17%
Lehigh County	6.07%
Luzerne County	2.31%
Monroe County	1.51%
Montgomery County	7.26%
Northampton County	2.49%
Philadelphia County	29.91%
York County	2.18%

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	0.53%
Armstrong County	0.07%
Beaver County	0.29%

County	% of total “speak English less than well”
Bedford County	0.07%
Blair County	0.19%
Bradford County	0.13%
Butler County	0.24%
Cambria County	0.20%
Cameron County	0.00%
Carbon County	0.13%
Centre County	0.99%
Clarion County	0.08%
Clearfield County	0.27%
Clinton County	0.14%
Columbia County	0.14%
Crawford County	0.34%
Elk County	0.03%
Fayette County	0.16%
Forest County	0.03%
Franklin County	0.66%
Fulton County	0.01%
Greene County	0.05%
Huntingdon County	0.10%
Indiana County	0.33%
Jefferson County	0.06%
Juniata County	0.18%
Lawrence County	0.26%
Lycoming County	0.18%
McKean County	0.07%
Mercer County	0.38%
Mifflin County	0.36%
Montour County	0.06%
Northumberland County	0.23%
Perry County	0.07%
Pike County	0.40%
Potter County	0.03%
Schuylkill County	0.44%
Snyder County	0.29%
Somerset County	0.22%
Sullivan County	0.01%
Susquehanna County	0.05%
Tioga County	0.05%
Union County	0.32%

County	% of total “speak English less than well”
Venango County	0.05%
Warren County	0.09%
Washington County	0.41%
Wayne County	0.13%
Westmoreland County	0.51%
Wyoming County	0.04%