



# Content of the Federal State Leadership Distance Education Technical Assistance Grant Application

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## Applicant Information

### Program Contact Information

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

Title

Name: (First, Middle, Last)

Address: (street)

(city)

(state)

Zip Code: (zip code box)

Telephone: (telephone number box)

Email Address: (email box)

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)

**Help Button:** *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.*

## Assurances

Select Yes or No for each statement.

1. The applicant will expend funds awarded under this grant only in a manner consistent with the supplement not supplant provision in WIOA, section 241(a).
2. The applicant will abide by federal and state regulations that govern these grant funds.
3. The applicant has read and reviewed the most current versions of Division of Adult Education policies and guidelines and will abide by them.

## Narrative

### WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of the Workforce Innovation and Opportunity Act, Title II, section 223. (Maximum 3000 characters)

**Help button:** *A good response will evidence an understanding of the requirements of WIOA under this section and provide details about how the project will support one or more of the required activities (and permissible activities that are relevant, if any.)*

### Experience

1. Describe relevant experience in distance education. (Maximum 4000 characters)

**Help button:** *A good response will provide details and examples for experience in providing, advising, and/or researching distance education*

### Staffing

1. Describe how the project will ensure appropriate qualified staffing and planning for staff turnover. (Maximum 2500 characters)

**Help button:** *A good response will include a description of the projected staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions. The answer should also include information about agency hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.*

### Methods

1. Describe how the project will identify appropriate distance products to be used by programs, ensuring that they are aligned with the College and Career Readiness Standards for Adult Education and are contextualized to work and transition objectives. (Maximum 2000 characters)

**Help button:** *A good response will demonstrate applicant knowledge of curriculum evaluation and distance products.*

### Delivery

1. Describe how the project will provide support to programs in planning, implementing, and evaluating the distance learning portion of their programming. (Maximum 4000 characters)

**Help button:** *A good response will include a description of how program needs will be determined and a description of potential delivery of support for planning, implementing and evaluating their distance learning portion.*

2. Describe how the project proposes to support program administrators in developing their capacity to support instructors in the use of distance education. (Maximum 3000 characters)

**Help button:** *A good response will include a description of how administrator needs will be determined and a description of potential delivery of support for staff development.*

3. Describe how the project will provide support to instructors in the use of distance education and how to integrate distance education with regular programming. (Maximum 4000 characters)

**Help button:** *A good response will include a description of how instructor needs will be determined and a description of potential delivery of instructor support.*

### Support to the Division

1. Describe how the project will advise the Division of Adult Education on the development of distance learning policy. (Maximum 2000 characters)

**Help button:** *none*

### Evaluation

1. Describe how the project will use data to inform decision-making. (Maximum 2000 characters)

**Help button:** *A good response will describe how data will impact decisions about the use of resources for delivery of technical assistance to the field*

2. Describe how the project will evaluate its progress in providing the proposed services. (Maximum 3000 characters)

**Help button:** *A good response will describe a process for evaluation and next steps.*

3. Describe how the project will evaluate its effectiveness in serving programs in the following areas: organization support and change; participants' use of new knowledge and skills; and student learning outcomes. (Maximum 3000 characters)

**Help button:** *A good response will address methods of evaluation in all areas of effectiveness with detail for each.*

## Budget

### Salary

Function	Object	Role	Name	Degree	# Hours	\$/hour	Amount
2200	101	Consultant/coach/ technical assistant		HSD/HSE			
2300	105	Other		Associate's degree			
	110	Project director		Bachelor's degree			
	116	Project leader		Master's degree			
				Doctorate			
				Other			

**Help Button:** Enter information for this part of the application one name at a time. Select a cost function and object code from the dropdown menus; select a role; 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.

### Benefits

Function	Object	Description	Amount
2200	210		
2300	220		
	230		
	231		
	250		

**Help Button:** 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 allowable amount.

### Contracted Services

Function	Object	Name	Description	Amount
2200	320			
2300	330			
2600	340			
	350			

**Help Button:** Enter information for contracted professional and technical services. Select a cost function and object code from the dropdown menus; enter the name of the contractor; 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.

Other

Function	Object	Description	Amount
2200	410		
2300	420		
2600	430		
	520		
	530		
	550		
	580		
	610		
	640		
	650		
	790		
	810		

**Help Button:** Enter all remaining anticipated costs in this section. Select a cost function and object code from the dropdown menus; add a description of the cost; and the total amount. Click on the "add" button after each entry. Repeat this sequence until all costs have been entered.

Restricted Indirect Costs

Function	Object	Amount
5000	900	