

# Federal State Leadership Distance Education Technical Assistance (099) Request for Grant Application Guidelines

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For services offered with the following funding:  
Workforce Innovation and Opportunity Act, Title II, Section 223 (Federal Adult Education and  
Family Literacy Act)

*February 2018*



**COMMONWEALTH OF PENNSYLVANIA**  
**DEPARTMENT OF EDUCATION**  
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# Distance Education Technical Assistance Project

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## INTRODUCTION

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 commonwealth. A portion of these funds (up to 12.5 percent of the federal grant award) is to be used to support state leadership activities under section 223 of WIOA. PDE will use a portion of these funds to fund a project to provide technical assistance to programs funded by the division to provide high-quality distance education in accordance with division policy and guidelines. Under this Request for Grant Application (RGA), the maximum total amount available for the Distance Education Technical Assistance grant is \$150,000.

## APPLICATION INFORMATION

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.

### Program Purpose

The purpose of this grant is to fund a project that supports adult basic education and family literacy programs to provide high-quality distance education to program participants and provides content expertise to the division to establish policies regarding distance education services.

Section 223 of WIOA establishes required and allowable activities to be supported with state leadership funds. The activities that will be supported by the work of this project are the provision of technical assistance to support instructional and programmatic practices for distance education and the use of technology for instruction.

### Funding Priorities

For this priority, a maximum level of funding is specified. Applicants may apply for less than the maximum dollar amount. However, agencies are not in competition to provide services at the lowest cost. The goal is to provide services to ultimately increase the success of students in adult education and family literacy programs through supporting local programs to offer quality distance education.

One (1) grant of up to \$150,000 will be awarded to provide technical assistance in distance education to adult basic education and family literacy programs funded by the Division of Adult Education.

The project funded under this priority will: provide support to programs in planning, implementing, and evaluating the distance learning portion of their programming; provide support to instructors in providing distance education; identify and manage a list of division-approved distance products/curricula; identify and share other quality distance education

resources with the field of adult education; and provide technical assistance to the division in the selection of approved curricula and on the development of distance education policy.

The project will be led by a director who has experience in adult education as a program administrator and expertise in distance education. Other individuals working on this project must have experience in the field of adult education and experience in distance education. This project must have a plan for personnel changes that ensures that newly hired staff meet the required level of education and experience as outlined in the proposal.

## Eligible Applicants

Applicants for this funding must have documented experience in the delivery of services that are outlined under the priority. Each applicant's experience with proposed activities will be taken into account when making funding decisions. Successful applicants will be required to submit documentation that verifies experience and education requirements have been met. Successful applicants will have expertise in the following areas:

- Adult learning;
- The federally-funded adult basic and family literacy education system;
- Professional development and training for educators; and
- Technologically-delivered professional development.

## Grant Application Components

The Distance Education Technical Assistance Project grant application consists of three sections: Applicant Information, Narrative, and Budget. Guides will be provided that review how applicants create and complete a grant application.

Questions regarding the Distance Education Technical Assistance Project grant application process must be sent to [ra-able@pa.gov](mailto:ra-able@pa.gov). Division staff will periodically post responses to submitted questions on the [Department of Education](#) website for all applicants to review.

## Applicant Information

The applicant information section provides program contact information and assurances. Online contextual help is available for each question by clicking on the **Help icons** in eGrants.

## Narrative

The narrative section provides a description of how the specified activities will be carried out, staff requirements, and methods for evaluation. The narrative is the basis for analysis of the applicant's ability to provide the required services. Online contextual help is available for each question in the application narrative by clicking on the **Help icons** in eGrants.

## Budget

The budget section demonstrates fiscally sound allocation of funds to successfully provide the services and activities described in the narrative section. All costs must be reasonable, necessary, allowable, and allocable. Online contextual help is available for each question in the renewal application budget by clicking on the **Help icons** in eGrants. When completing this section, refer to the *Adult Education and Family Literacy Guidelines*, Section 600 for accounting rules, grant limitations, and information on cost functions and object codes. Grant recipients may be required to revise the budget before final awards are made.

## Application Review

All Distance Education Technical Assistance Project applications will be reviewed except those disqualified for one or more of the following reasons:

- Incomplete applications.
- Applications not completed by the application deadline. Completion will be determined by the time the eGrants system records that the agency completed the application by marking all sections complete and selecting the “Complete” button.

Grant applications will be reviewed and scored by staff from PDE and volunteer/peer reviewers. Peer reviewers will be non-applicants who have past experience in adult education and/or the provision of professional development. Reviewers will be screened for conflict of interests and will not benefit financially from grant awards.

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 Terms and Conditions

The grant period will be for a term of one year, July 1, 2018 through June 30, 2019, with the option to renew for up to two additional years. Funding for the renewal years will be negotiated annually and provided through annual contract renewals. PDE reserves the right to shorten or extend the three-year grant cycle as the situation warrants. Each year’s renewal option and grant amount will be based on the following criteria:

- Contract compliance, including adherence to policy and timely submission of reports;
- Compliance with fiscal and programmatic policies and guidelines;
- Amount of the federal and state appropriation; and
- Results of the project’s evaluation, which will include, but not be limited to:
  - Meeting outcomes, timelines, and completion dates set with the division at the beginning of each program year;
  - Satisfactory implementation of activities required by the division under this grant; and
  - Participation in an external evaluation.

## Grant Award Selection and Notification Process

### Award Selection

Reviewers will use an application review guide to review and score applications. Funds will be awarded to the highest scoring applicant provided the applicant meets the minimum scoring requirement. The minimum scoring requirement is in the appendix. Successful applications may require revisions or submission of additional information prior to approval.

### Notification Process

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

## 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](mailto: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](mailto: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 Distance Education Technical Assistance grant application process must be sent to [ra-able@pa.gov](mailto: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:
  - a. Applicants must complete 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.

## GRANT APPLICATION TIMELINE

Dates	Activity
February 23, 2018	Grant Application Guidelines Available
February 26, 2018	Grant Bidders Webinar
February 28, 2018	Distance Education TA Grant Applications Available (open)
April 3, 2018, 2:00 PM	Distance Education TA Grant Completion Deadline (close)

## 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 and Accountability Transparency (FAAT) form located in the grant in eGrants. The [Dun and Bradstreet](#) Data Universal Numbering System (DUNS) number is required on the FAAT.

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); and
4. Appendix C – Payment Terms, Responsibilities and Contact Information.

## Grant Agreement

- The grant agreement is a binding agreement between the 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.
- 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.
- 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.
- Agencies not approved for electronic signatures must print the first page of 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, 12<sup>th</sup> Floor  
 Harrisburg, PA 17126-0333

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

<b>Agency</b>	<b>One Authorized Representative</b>	<b>Two Authorized Representatives</b>
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

- 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.
- 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.
- 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.

- 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 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](#)

In addition to required fiscal reporting, the Distance Education Technical Assistance Project will submit quarterly and final narrative reports to and have regular meetings with the division advisor.

## APPENDIX A

### Scoring Summary

<b>Section</b>	<b>Score Range</b>
WIOA statement	5
Experience	15
Staffing	10
Methods	5
Delivery	25
Support to the division	5
Evaluation	15
Budget	10
Total Score:	90

Minimum acceptable score = 68/90