



Content of the Statewide Distance Learning Project Grant Application

Narrative

Demonstrated effectiveness to determine eligibility

1. Provide data that demonstrate the agency'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 diploma or equivalent; 3) gain employment; 4) retain employment; and 5) enter postsecondary education or training. The applicant must provide data for the preceding three years. The data must include the numbers in the numerator, denominator, and percentage.

Help button: *For each of the five outcomes listed, the applicant must provide the number of individuals in the outcome cohort (denominator) and the number of individuals who achieved the outcome (numerator). The resulting percentage outcome will be calculated in the third column.*

PY 2014-15 or 2014

Outcome	Numerator (# students achieving outcome)	Denominator (cohort)	Outcome
Improve skills in math, reading, writing, and/or English proficiency			Numerator/denominator
Earn a high school diploma/equivalent			Numerator/denominator
Gain employment			Numerator/denominator
Retain employment			Numerator/denominator
Enter postsecondary education/training			Numerator/denominator

PY 2015-16 or 2015

Outcome	Numerator (# students achieving outcome)	Denominator (cohort)	Outcome
Improve skills in math, reading, writing, and/or English proficiency			Numerator/denominator
Earn a high school diploma/equivalent			Numerator/denominator
Gain employment			Numerator/denominator
Retain employment			Numerator/denominator
Enter postsecondary education/training			Numerator/denominator

PY 2016-17 or 2016

Outcome	Numerator (# students achieving outcome)	Denominator (cohort)	Outcome
Improve skills in math, reading, writing, and/or English proficiency			Numerator/denominator
Earn a high school diploma/equivalent			Numerator/denominator
Gain employment			Numerator/denominator
Retain employment			Numerator/denominator
Enter postsecondary education/training			Numerator/denominator

2. Explain how the agency determined the outcomes reported in (1).

Help button: (Maximum 2500 characters) The answer must include, at a minimum, the criteria the applicant used to assign individuals to each of the cohorts and to determine achievement of the outcome and how the agency collected the data used.

Description of need

1. Describe the need for adult basic education services provided at a distance in Pennsylvania.

Help button: (Maximum 2500 characters) The answer must provide evidence to support the description of need. Provide data and cite the sources of that data.

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.

Help button: (Maximum 2000 characters) In addition to addressing all of the items listed in the question, the answer should 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.

2. Describe how the agency will staff the distance learning project.

Help button: *(Maximum 4000 characters) The answer should include a description of the organizational structure of the distance learning project. 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.*

3. Describe how the program will ensure that all distance learning project staff are qualified and well trained.

Help button: *(Maximum 2000 characters) The answer must address the minimum qualifications and professional development required by the division and by the agency. The answer must 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.*

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.

Help button: *(Maximum 2000 characters) 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.*

2. Describe how the program will monitor program performance and ensure continuous program improvement.

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

3. Describe the plan to assess all distance learning participants according to National Reporting System and Division of Adult Education policy.

Help button: *(Maximum 2500 characters) Applicants should refer to Policy D.100 Adult Learner Assessment. The answer should provide a detailed explanation of how the program will work with other funded adult education programs to comply with assessment polices.*

Instruction

1. Describe how the agency will provide the required instructional services.

Help button: *(Maximum 3000 characters) The answer must address the required services as listed in the Request for Grant Application.*

2. Describe the program's plan for offering year-round distance education services with a variety of instructional options to meet the needs of eligible participants.

Help button: *(Maximum 3000 characters) The plan should offer flexible opportunities with a variety of instructional options to enable eligible participants to participate in and complete programs.*

3. Describe instruction and instructional practices to be used in the program.

Help button: *(Maximum 4000 characters) The answer must describe how the program will use the College and Career Readiness Standards for Adult Education (CCRS). 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 mathematics; and English language acquisition, if applicable, are effective and based on best practices derived from the most rigorous research available. 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. The answer should address best practices in distance education, specifically, in addition to general best practices for adult education.*

4. 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.

Help button: *(Maximum 2000 characters) 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.*

Student identification and support

1. Describe how the program will identify, recruit, and retain individuals in Pennsylvania who are in need of and will benefit from the proposed distance education services, including individuals with disabilities. Describe the steps the program will take to ensure equitable access to, and participation in, this grant funded program

Help button: *(Maximum 3000 characters) The answer must address both identification of target populations and recruitment of those individuals. The answer must also address equitable access to and participation in the proposed services. See information on section 427 of the General Education Provisions Act at <https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>.*

2. Describe the orientation the program provides to new students.

Help button: *(Maximum 2000 characters) 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.*

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.

Help button: *(Maximum 2000 characters) The answer must include information on how the program will coordinate with other adult education programs and 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.*

Technology

1. Describe how the program will use a range of technology in its services.

Help button: *(Maximum 3000 characters) The answer should address the use of technology for instruction, including how the program will help students develop their digital literacy skills, and the use of technology to improve program efficiency.*

Alignment with workforce

The content of this section will also be reviewed by the Pennsylvania Workforce Development Board (PAWDB) for consistency with the Pennsylvania WIOA Combined State Plan. The PAWDB will be given the opportunity to provide recommendations to improve alignment.

1. Describe how the analysis of the need for adult basic education services provided at a distance aligns with and is responsive to the analysis of the following in the state plan: existing education and skill levels of the current workforce and knowledge and skills needed to meet the employment needs of the employers.

Help button: *(Maximum 2000 characters) The answer should draw clear and direct connections between the information in the Description of Need section of this grant and the analysis in the state plan and address all the items listed in the question.*

2. How do the activities proposed in this grant align with and support the strategic vision and goals for preparing an educated and skilled workforce, as described in the state plan?

Help button: *(Maximum 2000 characters) A good answer will directly link the activities proposed in this grant application to the strategic vision and specific goals in the state plan. The answer should provide specific examples.*

3. How do the distance education activities proposed in this application support participants to access career pathways activities described in the state plan?

Help button: *(Maximum 2000 characters) A good answer will draw clear connections between career pathways and the program's proposed activities.*

4. Describe any other ways that your proposed activities align with the state plan.

Help button: *(Maximum 2000 characters) The answer must not duplicate any information provided in the answers to 1-3. It must draw direct connections between the agency's proposed activities and specific content in the state plan.*

Past effectiveness

1. Provide data that demonstrate the agency'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 diploma or equivalent; 3) gain employment; 4) retain employment; and 5) enter postsecondary education or training. The applicant must provide data for the preceding three years. The data must include the numbers in the numerator, denominator, and percentage.

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PY 2016-17 or 2016

Outcome	Numerator (# students achieving outcome)	Denominator (cohort)	Outcome
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Agency information

Staff

List the staff of the distance learning project by position title, role(s), employment status, and percentage of total time on the Distance Learning grant. Provide evidence that staff members are highly qualified by listing the minimum qualifications for each position.

Help button: *The information provided here should align with the information in the narrative and in salary section of the budget.*

- *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, IHPDS, grant management, etc.)*
- *% of total time on distance learning project grant: The percentage of each employee's overall time spent working on activities for the distance learning project 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 distance learning project 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.*

Position title	Role(s) covered by the position	Status at agency: full-time, part-time, volunteer	% of total time on DLP grant activities	Minimum qualifications required for this position

Agency activity summary

Enter a number or dollar amount in each open cell. The number of students entered in the ESL column is a subset of the number in the Total Planned Enrollment column.

Help button: *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. The number of students in the ESL column is a subset of the number in the Total Planned Enrollment column. 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.*

Activity	Total Planned Enrollment	# ESL Students (subset)	Requested Amount
ABE Institutional			
ASE/GED Institutional			
ABE Community Based			
ASE/GED Community Based			
Totals			
Requested Amount			
Cost Per Student			

Provide a detailed explanation for the numbers entered in the Agency Activity Summary table.

Help button: *(Maximum 2000 characters) The answer must describe how the applicant determined the overall contracted enrollment. In addition, the applicant must explain the distribution of proposed enrollment across the four activities as well as in the ESL subgroup. 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 AUN.

Subgrantee Name	AUN	Total Planned Enrollment	Amount Federal Funds

Program Contact Information

List information on the agency's program director/coordinator. Select the type of agency from the dropdown list.

Help Button: *The program contact is the person responsible for the day-to-day oversight of the distance learning project. 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:

City:

State:

Zip Code: (zip code box)

Telephone: (telephone number box)

Email Address: (email box)

Type of Agency: (Drop down box with: 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

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 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.

Budget

Salary

Function	Object	Role	Name	Degree	# Hours	\$/hour	Amount
1691	101	Assessment					
2122	102	Clerical					
2160	103	Data entry					
2200	105	Data review/quality					
2300	110	Employee buy out					
2600	116	Fiscal administration					
2900		General grant administration					
		Human resources					
		Instruction					
		Intake/orientation					
		Other					
		PD support					
		Program coordination					
		Program director					
		Student recruitment					
		Student support					

Help Button: 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 expenses if desired. (750 characters maximum)

Benefits

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

Help Button: 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 allowable amount.

The applicant may provide narrative information to clarify the expenses if desired. (750 characters maximum)

Contracted Services

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

Help Button: 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 the expenses if desired. (750 characters maximum)

Building-related

Function	Object	Description	Amount
2600	410		
	420		
	430		
	441		
	490		
	520		

Help Button: 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 the expenses if desired. (750 characters maximum)

Leased Equipment

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

Help Button: 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 the expenses if desired. (750 characters maximum)

Purchased Equipment

Function	Object	Description	Unit Cost	# of units	Amount	Location
1691	790					
2122						
2160						
2200						
2300						
2900						

Help Button: 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, and the location where the

equipment will be housed/used. 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. (750 characters maximum)

Program-related

Function	Object	Description	Amount
1691	530		
2122	540		
2160	550		
2200	580		
2300	610		
2600	640		
2900	650		
	810		
	891		

Help Button: 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 the expenses if desired. (750 characters maximum)

Restricted Indirect Costs

Function	Object	Amount
5000	900	

Help button: 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 when calculating the restricted indirect costs.