

2016-2017

APPLICATION GUIDELINES

FOR COMMUNITY EDUCATION COUNCILS

A. Problem to be addressed by Community Education Councils (CEC)

Education, especially at the postsecondary level, is essential for the Commonwealth's economic development. Existing and future community-based businesses, industries and organizations require a well-educated, highly skilled, technologically literate workforce to remain viable, competitive entities into the 21st Century. For Pennsylvania communities to attract new industries and employers, a strong workforce is an important prerequisite.

Residents of many Pennsylvania communities do not have ready access to education programs to meet their professional, vocational, occupational and developmental needs. Community Education Councils, nonprofit educational organizations governed by a community-based board of directors, are designed to fill this void by providing access to postsecondary education and training resources for citizens. Yet, many communities still do not have access to vital educational programs and services.

Through Community Education Councils, Pennsylvania makes needed educational programs more accessible to communities. Article XIX-D of the Public School Code, 24 P.S. §§ 19-1901-D through 1905-D, govern the establishment, operation and funding of Community Education Councils. With the infusion of Commonwealth funds, Community Education Councils have been successful in coordinating educational offerings and student services from a wide variety of providers. Functions provided by councils in the past include, but are not limited to, the following:

- Providing instructional facilities and computer labs.
- Convening educational providers (including colleges and universities, businesses, industries and private licensed schools) to identify existing programs or to design new programs to meet needs.
- Registering students.
- Facilitating the delivery of educational and student services.
- Counseling students and employees.
- Marketing program offerings.

B. Eligible Applicants

Existing Community Education Councils and newly formed Community Education Councils are eligible to apply. Any new Community Education Council must be a Pennsylvania-based nonprofit corporation. In order for a community education council to be awarded a grant, the following must be established by the organization: be registered as a non-profit organization with the Pennsylvania Department of State, have a Board of Directors, have a Federal Employer Identification Number and use a separate and distinct financial accounting system.

C. Application Requirements

Applications will be submitted via eGrants. Instructions will be emailed to current CEC directors.

Applications will include the following subsections:

1. Statement of Need

Identified regional needs are the foundation for any of the educational and student services to be coordinated and provided by a Community Education Council. The needs should be clearly demonstrated and, where possible, substantiated by statistical data. The following should be included to demonstrate and substantiate need:

- a. Describe the region's **current** (updated annually) educational condition, e.g., availability of program offerings and educational services.
- b. Describe the region's educational attainment compared to Pennsylvania's average. Include the following categories:
 - Percentage of high school graduates pursuing postsecondary education.
 - High school dropout rate.
 - Percentage of residents ages 25 and older with the following educational attainment: Less than high school (no diploma), high school diploma (includes equivalency), some college (no degree), Associates degree, and Bachelor's degree or higher. Include the percent of change in adults with Bachelor's or higher degree for the period from 2000 to 2010 or later if available.
- c. Describe the region's demographics to include unemployment rate, Median Household Income, Poverty Rate, recent plant closings or retooling, etc.
- d. Describe the educational needs of the region's prospective and current workforce using data reported by various stakeholders to substantiate needs.

2. Council's Plan for Addressing the Community's Need

This section of the proposal should describe the applicant's plans for meeting the community's education needs by coordinating the delivery of programs/courses. Community Education Councils should not duplicate programs or services already available from existing entities, such as GED Centers, Workforce Development Centers, School-to-Work Initiatives or Adult Literacy Centers. The description should cover:

- a. The organization of the Council—Provide the description of its governing body, staff positions, organizational relationship to each other and their respective responsibilities; if part of another organization, define the relationship between the CEC and the parent organization.
- b. Explain how the Council will identify and collaborate with providers of postsecondary education without having exclusive legal affiliation with any one provider, unless otherwise specified by law.
- c. If applicant is a new Council, provide the names of **potential** postsecondary education

providers including, but not limited to, area vocational-technical schools; colleges and universities authorized to operating in Pennsylvania and accredited by an agency recognized by the federal government; private licensed schools; or other entities authorized to provide professional, vocational or occupational certification or licensure. If an existing Council, provide the names of actual providers.

- d. Describe the educational services the providers will offer that support the needs identified, without duplicating services that are already available. Include specific credit/non-credit courses, vocational courses, etc. Also describe the student services that will be offered to students.
- e. Describe the educational and student services the Council will offer that support the needs identified without duplicating services that are already available. Clearly identify what activities will be supported by state funds and what will be supported by other funds.
- f. Explain how the Council will (1) measure the impact of the educational offerings and student services provided in the region; (2) compare the proposed plan with what actually transpired; (3) differentiate between courses and services eligible for state funding and non-eligible courses such as avocational, recreational, personal growth, etc. and (4) evaluate the courses/programs offered and implement changes based on the evaluation results.
- g. Describe the potential impact the CEC will have in people’s lives as a result of the programs that you plan to conduct
- h. Define the physical facilities that will be utilized for the delivery of these services.

3. Proposed Budget

A proposed budget must accompany each application submitted. Any budget item that has increased more than 20% from the previous year must be justified. In addition to projecting the funds needed to implement the Council’s plan, please specify, the source and amount of additional financial resources that will augment Commonwealth funds. For each item, you will type “State” or “Other” for the funding sources.

The following expenses may be budgeted to support a Community Education Council:

Administrative Costs	Operating Costs
Salaries	Building Lease/Rental
Fringe Benefits	Utilities
Audit	Custodial/Maintenance
Staff Training	Insurance
Professional Development	Telephone
	Postage
	Printing/Advertising
	Renovations/Capital Projects
	Office Supplies
	Travel/Meals
	Office Equipment
	Classroom Furniture/Equipment
	Telecommunications

Administrative Costs	Operating Costs
	Maintenance/Service Computer Hardware/Software Subscriptions/Memberships

The following expenses are not allowed:

- Tuition or scholarships
- Instructor salaries
- Operational costs of any educational provider
- Indirect costs (as considered acceptable by general auditing practices)
- Tuition reimbursement for CEC staff
- Costs to provide offerings which are avocational or recreational in nature including: leisure activities; hobbies; crafts; sports; personal or physical development, fulfillment or fitness; management of personal matters; cultural events; travelogues and tours.

All services must be completed by June 30, 2017.

4. Work Statement

Complete a one-page work statement/program narrative summarizing the projected activities for the grant period.

5. Reporting Obligations

The terms and conditions of a contract awarded to successful applicants include the following reporting obligations:

a. Financial Reports

No later than February 15th of each year for the respective contract, the CEC will provide:

- A report of expenditures from July 1st through January 31st.
- A report of anticipated expenditures from February 1st through June 30th.

b. Budget Revisions

Budget revisions, with justification, should be submitted to the Department for approval **no later than May 31st** whenever there is a deviation of 20% or more in any given line item.

c. Program Reports

The Grantee will provide the information listed below no later than August 31st of each year. ***These reports should include CEC activities, courses, services and enrollees supported by this specific application/contract. These reports should not include enrollees/participants who attend community or organizational meetings such as Hospital Governance Task Force Meetings, Girl Scouts, etc.***

- i. A final expenditure report.
- ii. A report of all activities of the Council, including, but not limited to:
 - A summary of Grantee’s activities throughout the period of funding which identifies the educational programs and courses provided to the residents of county or counties served by the CEC.
 - A list of all credit courses offered through the Grantee. This list must include for each course, the number of credit hours, number of students enrolled, dates course was offered, location of the course and the name of the postsecondary entity which offered the course.
 - A list of all non-credit courses offered through the Grantee. This list must include the items listed in paragraph 2, except hours of instruction should be provided in place of the number of credit hours, and the name of the entity which offered the course should be specified.
 - A copy of the minutes of each meeting of Grantee’s policymaking body.
 - An Impact Statement – A statement that describes the difference in people’s lives the CEC made as a result of the programs that were conducted.

D. Selection of Applicants

The Department of Education will review each application received. The Secretary of Education will make the final selection. Each applicant will be notified in writing about the status of its proposal. Funding priority will be extended to Community Education Councils and foundations that were previously funded.

E. Contact Person

Questions about submitting an application under these guidelines may be referred to the Office of Postsecondary and Higher Education at (717) 787-4313 or RA-highereducation@pa.gov. For eGrant user questions, please contact the eGrant help desk at (717) 783-6686. This help desk is open during normal business hours Monday through Friday.