Federal State Leadership
Grant Content

Professional Learning Opportunities Narrative

WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of WIOA, Title II, section 223.

    Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in providing consultation and coaching services.

    Help button text: *The answer must include specific examples of how and when the applicant led work that utilized consultation and coaching services in an educational environment.* Maximum 3000 characters.

2. Describe relevant experience in the development and provision of professional learning opportunities.

    Help button text: *The answer must include specific examples of relevant experience in developing and providing learning opportunities using a variety of modes.* Maximum 3000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

    Help button text: *The answer must include a description of the project's anticipated structure and staffing, as well as how the proposed staff members' education and experiences qualify them to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

   Help button text: *The answer must include an outline of agency hiring procedures, explanation of how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

Methods

1. Describe the approach the project will use to determine needs shared by multiple programs and how the project staff will address these common needs.

   Help button text: *The answer must include a description of the on-going use of data and a flexible model for addressing program needs.* Maximum 2000 characters.

2. Describe how the project will review, adapt, or develop materials, using good instructional design principles, which are aligned with program needs.

   Help button text: *The answer must include a definition of a flexible approach to adapting existing or designing new learning opportunities and demonstrate knowledge of instructional design principles.* Maximum 2000 characters.

3. Describe how the project will use technology to deliver professional learning opportunities.

   Help button text: *The answer must include information on the effective use of technology to deliver professional learning opportunities at a distance.* Maximum 3000 characters.

Delivery of Consulting and Coaching

1. Describe the use of consultants and how they will provide support to programs based on individual program needs using a data-driven approach. Include information on providing support for program improvement plans, the agency professional development team and program professional learning communities.

   Help button text: *The answer must include a description of how consultants will incorporate use of data and using that data in working with the variety of program teams.* Maximum 4000 characters.

2. Describe how the project will use coaches.

   Help button text: *The answer must include the process for determining how the need for a coach will be decided and the variety of ways in which they may be utilized.* Maximum 3000 characters.

3. Describe how the project will use technology to conduct and enhance consulting and coaching.

   Help button text: *The answer must include a description of the ways in which consulting and coaching can occur at a distance as well as in-person.* Maximum 2000 characters.

Support for Program Staff in their Roles

1. Describe how the project will provide support for instructors in acquiring, refining and continuously improving instructional skills, classroom management techniques, using instructional technology, and modifying instruction to better meet student needs.

   Help button text: *The answer must include a description of instructor support for using multiple delivery methods in a variety of content areas.* Maximum 4000 characters.

2. Describe how the project will support tutor coordinators.

   Help button text: *The answer must include a description for support around tutor coordinators' ability to fulfill their job duties, using multiple delivery methods.* Maximum 2000 characters.

3. Describe how the project will support volunteer tutors.

   Help button text: *The answer must include a description of training and follow-up support for volunteer tutors using multiple delivery methods.* Maximum 2000 characters.

4. Describe how the project will support family literacy providers.

   Help button text: *The answer must include a description for the support provided around the four-component model of family literacy program structure, using multiple delivery methods.* Maximum 2000 characters.

5. Describe how the project will support in-house professional development specialists to become instructional leaders.

   Help button text: *The answer must include a description for the multiple supports provided to the in-house professional development specialists.* Maximum 2000 characters.

6. Describe how the project will assist administrators and in-house professional development specialists to improve program capacity to address changes in staffing, as well as changes in content delivery.

   Help button text: *The answer must include a description of the support for staff development using multiple delivery methods, as well as a description of how support will be provided to programs who conduct classes across different mediums.* Maximum 2000 characters.

Coordination with System

1. Describe how the project will coordinate with other funded leadership projects to provide seamless service to programs.

   Help button text: *The answer must include a description of the coordination with all of the other leadership projects.* Maximum 2000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

   Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

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.

   Help button text: *The answer must include an outline detailing the methods of evaluation of all three areas of effectiveness.* Maximum 3000 characters.

Technology Narrative

WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of WIOA, Title II, section 223.

    Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in instructional design.

    Help button text: *The answer must include details and examples of experience in all phases of instructional design.* Maximum 3000 characters.

2. Describe relevant experience in managing a learning management system.

    Help button text: *The answer must include details and examples of experience in the tasks required to manage an LMS.* Maximum 3000 characters.

3. Describe relevant experience in the development of online learning opportunities.

    Help button text: *The answer must include details and examples of experience in the development of online learning opportunities.* Maximum 3000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

    Help button text: *The answer must include a description of the projected structure and staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

    Help button text: *The answer must include the agency's hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

Delivery

1. Describe how the project will use quality instructional design principles to design professional learning opportunities.

   Help button text: *The answer must include the multiple steps in a quality instructional design process including, but not limited to, how to structure content.* Maximum 4000 characters.

Coordination with System

1. Describe how the project will determine the technology needs of the leadership projects and how the project will provide the necessary technical assistance.

   Help button text: *The answer must include a process for data collection about and delivery of needed technical assistance.* Maximum 3000 characters.

2. Describe how the project will ensure that all professional learning opportunities include all components of a common set of criteria.

   Help button text: *The answer must include details for how the project will ensure that all opportunities include implementation, evaluation, and job-embedded components.* Maximum 2000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

   Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

Communications Narrative

WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of WIOA, Title II, section 223.

   Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in website management.

   Help button text: *The answer must include details and examples of experience in various stages of website management.* Maximum 3000 characters.

2. Describe experience ensuring accessibility of a range of resources.

   Help button text: *The answer must include the methods used for ensuring accessibility in a variety of contexts.* Maximum 3000 characters.

3. Describe relevant experience in graphic design.

   Help button text: *The answer must include details and examples of experience with a variety of design pieces using standard principles of design.* Maximum 3000 characters.

4. Describe relevant experience in newsletter creation and dissemination.

   Help button text: *The answer must include details and examples of experience with writing, designing, publishing, and sending newsletters to a wide audience.* Maximum 3000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

   Help button text: *The answer must include a description of the projected structure and staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

Help button text: *The answer must include an outline of agency hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

Delivery

1. Describe how the project will manage the website.

   Help button text: *The answer must include details about the day-to-day and ongoing management of the website including ensuring it meets PDE requirements for accessibility.* Maximum 2000 characters.

2. Describe the project's ability to create polished professional publications.

   Help button text: *The answer must include the applicant's idea of what a professional publication should look like as well as a process for ensuring quality.* Maximum 2000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

   Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

Management Information System Narrative

WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of WIOA, Title II, Section 223.

   Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in database management.

   Help button text: *The answer must include details and examples of experience in dealing with data problems/issues/errors as well as ongoing maintenance.* Maximum 3000 characters.

2. Describe relevant experience in providing technical assistance to end users of data collection and reporting systems.

   Help button text: *The answer must include details and examples of providing end user training, as well as providing help desk assistance.* Maximum 3000 characters.

3. Describe relevant experience in providing technical assistance to programs on understanding their data.

   Help button text: *The answer must include details and examples of providing organizations with support reading and accessing their data.* Maximum 3000 characters.

4. Describe relevant experience in providing technical assistance to programs on using their data for program monitoring, evaluation, and improvement.

   Help button text: *The answer must include details and examples of providing organizations with support interpreting their data, asking questions of their data, and using the data for broader organizational planning.* Maximum 3000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

   Help button text: *The answer must include a description of the projected structure and staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

   Help button text: *The answer must include an outline of agency hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

Technical Assistance and Support

1. Describe how the project will determine the data collection and entry support needs of the field and how it will help programs meet those needs.

   Help button text: *The answer must include the multiple approaches the agency will take to determine the needs of the field and the multiple ways to provide support to meet those needs.* Maximum 4000 characters.

2. Describe how the project will provide support to the division.

   Help button text: *The answer must include information on data reporting and database error identification.* Maximum 3000 characters.

3. Describe how the project will provide technical assistance to programs around interpreting and using their data.

   Help button text: *The answer must include the ways in which the project will determine the need for technical assistance and how it will provide support to programs around data usage for program monitoring, evaluation, and improvement.* Maximum 3000 characters.

Coordination with System

1. Describe how the project will coordinate with other funded leadership projects to provide seamless service to programs.

   Help button text: *The answer must include an outline for how the project will coordinate with the Professional Learning Opportunities, Technology, Communications, Workforce Development, and Integrated Education and Technology projects.* Maximum 3000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

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.

   Help button text: *The answer must include an outline detailing the methods of evaluation of both areas of effectiveness.* Maximum 3000 characters.

Workforce Development System Liaison Narrative

WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of WIOA, Title II, section 223.

   Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in supporting adult education and family literacy programs in their role as part of the workforce development system.

   Help button text: *The answer must include examples of experience working with adult education coalitions and any other examples of support for adult education programs working with the workforce development system.* Maximum 3000 characters.

2. Describe relevant experience in working with local workforce development boards (LWDBs).

   Help button text: *The answer must include examples of experience working with LWDB staff and board.* Maximum 3000 characters.

3. Describe relevant experience in working with partners in the workforce development system.

   Help button text: *The answer must include examples of experience working with CareerLink staff, as well as other partners (co-located or not).* Maximum 3000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

   Help button text: *The answer must include a description of the projected structure and staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

Help button text: *The answer must include an outline of agency hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

Delivery

1. Describe how the project will provide support to programs in examining local plans and organizing services to align with the strategies and goals of the plan.

   Help button text: *The answer must include the process for providing technical assistance in examining local plans with adult education programs and in managing adult education services to align with the plans.* Maximum 4000 characters.

2. Describe how the project will support programs to work with workforce development boards to ensure that adult education is included as a part of career pathways.

   Help button text: *The answer must include an outline for how the project will support the adult education representative on the LWDB and for how the project will support adult education programs to ensure inclusion in LWDA planning for career pathways.* Maximum 3000 characters.

3. Describe how the project will use technology to provide technical assistance and deliver professional learning opportunities.

   Help button text: *The answer must include information on the effective use of technology to deliver professional learning opportunities and technical assistance at a distance.* Maximum 3000 characters.

4. Describe how the project will support student support coordinators.

   Help button text: *The answer must include a description of how support will be provided to student support coordinators across the variety of supportive services they provide using multiple delivery methods.* Maximum 2000 characters.

5. Describe how the project will support program efforts towards coordinated student support services and case management with partners.

   Help button text: *The answer must include how the project will provide support in a variety of program contexts.* Maximum 3000 characters.

Work with Partners

1. Describe how the project will provide support to programs to develop relationships with and work collaboratively with workforce development system partners.

   Help button text: *The answer must include a description of multiple supports for work with the various partners.* Maximum 2000 characters.

2. Describe how the project will support programs to understand their roles and responsibilities as one-stop partners to provide access to employment and training services for individuals in adult education and literacy activities.

Help button text: *The answer must include all aspects of roles and responsibilities of one-stop partners.* Maximum 2000 characters.

3. Describe how the project will provide support to programs pertaining to integration and alignment of adult education and family literacy services with other support service providers and workforce development system partners to address student needs and goals.

   Help button text: *The answer must include examples of how the project will help programs fulfill their roles and responsibilities as a one-stop partner.* Maximum 2000 characters.

4. Describe how the project will provide leadership to programs for statewide initiatives related to workforce development as described in Title I of WIOA and work to integrate adult education and family literacy activities with workforce initiatives conducted by the various partners, both mandated and not.

   Help button text: *The answer must include a focus on a process to support programs' participation in local WIOA initiatives, especially those related to the goals of the Pennsylvania State Plan.* Maximum 2000 characters.

Support to the Division

1. Describe how the project will support the division as a statewide partner in the workforce development system.

   Help button text: *The answer must include an outline for the ways in which the project will support the division in participating in statewide workforce development initiatives.* Maximum 3000 characters.

Coordination with System

1. Describe how the project will coordinate with other funded leadership projects to provide seamless service to programs.

   Help button text: *The answer must include a description of the coordination with the Professional Learning Opportunities, Technology, and Communications projects.* Maximum 2000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

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. Help button text: *The answer must include an outline detailing the methods of evaluation of both areas of effectiveness.* Maximum 3000 characters.

Digital Literacy and Distance Education 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.

   Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in distance education.

   Help button text: *The answer must include details and examples for experience in providing, advising, and/or researching distance education.* Maximum 4000 characters.

2. Describe relevant experience in supporting programs and individuals to acquire and build digital literacy skills.

   Help button text: *The answer must include a wide breadth of digital literacy skills such as those associated with using technology to enable users to find, evaluate, organize, create, and communicate information.* Maximum 4000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

   Help button text: *The answer must include a description of the projected structure and staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

   Help button text: *The answer must include an outline of agency hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

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.

Help button text: *The answer must include the process the project will take for evaluating curricula and distance products.* Maximum 2000 characters.

Delivery – Digital Literacy and Technology Support

1. Describe how the project will support instructors to improve their technology competency and increase their digital literacy skills.

   Help button text: *The answer must include a description of how instructor needs will be determined and a description of potential delivery of support for staff development.* Maximum 4000 characters.

2. Describe how the project will provide support to key program staff to become agency technology and digital literacy specialists.

   Help button text: *The answer must include a description of the technical assistance and professional development opportunities to be offered.* Maximum 3000 characters.

3. Describe how the project will assist programs in addressing student technology barriers and digital literacy skill needs.

   Help button text: *The answer must include a description of how student needs will be determined and a description of potential delivery of support for staff development to address these needs.* Maximum 3000 characters.

4. Describe how the project will support program technology planning.

   Help button text: *The answer must include information about support in the use of technology for system efficiencies.* Maximum 3000 characters.

5. Describe how the project will support programs with their usage of artificial intelligence (AI), both within classrooms and at a programmatic level.

   Help button text: *The answer must include a description of the support provided to programs around incorporating AI into classroom learning, around instructor use, and around programmatic-wide usage.* Maximum 3000 characters

Delivery – Distance Learning Support

1. Describe how the project will provide support to programs in planning, implementing, and evaluating the distance education portion of their programming, including identifying appropriate curricula and resources and planning for technology needs.

   Help button text: *The answer must 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.* Maximum 4000 characters.

2. Describe how the project will support program administrators in developing their capacity to support instructors in the use of distance education.

   Help button text: *The answer must include a description of how administrator needs will be determined and a description of potential delivery of support for staff development.* Maximum 3000 characters.

3. Describe how the project will support instructors to integrate and align supplemental distance learning with real time instruction.

   Help button text: *The answer must include a description of how instructor needs will be determined and a description of potential delivery of instructor support.* Maximum 4000 characters.

Support to the Division

1. Describe how the project will advise the Division of Adult Education on the development of distance learning policy.

   Help button text: *The answer must include the approach and procedures the project will use for providing this particular technical assistance.* Maximum 2000 characters.

2. Describe how the project will advise the Division of Adult Education on development of technology planning policy.

   Help button text: *The answer must include the approach and procedures the project will use for providing this particular technical assistance.* Maximum 2000 characters.

3. Describe how the project will advise the Division of Adult Education on development of artificial intelligence (AI) usage within programs and across the professional development system.

   Help button text: *The answer must include the approach and procedures the project will use for providing this particular technical assistance.* Maximum 2000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

   Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

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.

   Help button text: *The answer must include an outline detailing the methods of evaluation of all three areas of effectiveness.* Maximum 3000 characters.

Integrated Education and Training Narrative

WIOA Statement

1. Describe how the work of the project supports the state in meeting the requirements of WIOA, Title II, section 223.

   Help button text: *The answer must include an understanding of the WIOA requirements under this section and provide specific details about how the project will support one or more of the required activities (and any relevant permissible activities, if any.)* Maximum 3000 characters.

Experience

1. Describe relevant experience in the development of integrated education and training (IET) programs as defined by WIOA.

   Help button text: *The answer must include details and examples of experience.* Maximum 3000 characters.

2. Describe relevant experience in the provision of technical assistance for IET development and the creation of IET development tools.

   Help button text: *The answer must include details and examples of experience.* Maximum 3000 characters.

Staffing

1. Describe the administrative structure for the management of the project including staff roles/job descriptions, training, and qualifications/experience of project personnel in completing all of the tasks listed in the priorities.

   Help button text: *The answer must include a description of the projected structure and staffing of the project and how the proposed staff members are qualified by education and experience to fill the requisite positions.* Maximum 2000 characters.

2. Describe how the project will ensure that individuals working on this project meet qualifications/experience requirements at all times and that new hires during the grant period have the necessary skill sets to complete job duties.

    Help button text: *The answer must include an outline of agency hiring procedures, how those procedures may impact the timely hiring of new staff, and information on preparation for staff change and turnover.* Maximum 1500 characters.

Delivery

1. Describe the proposed structure of the technical assistance and how these activities will support programs to develop IETs, including regional and statewide IETs.

Help button text: *The answer must include information about the use of technology to provide technical assistance and information on how the project will provide ongoing feedback to programs.* Maximum 4000 characters.

2. Describe the design of the proposed IET professional learning opportunity and how this activity will support programs to develop IETs.

   Help button text: *The answer must include an outline of the proposed design.* Maximum 4000 characters.

Support to the Division

1. Describe how the project will advise the division on policy related to IET activities.

   Help button text: *The answer must include the approach and procedures the project will use for providing this particular technical assistance.* Maximum 2000 characters.

2. Describe how the project will provide support to the division around coordination with workforce system partners around IET activities.

   Help button text: T*he answer must include the approach the project will use for promoting and informing members of the workforce system about IETs.* Maximum 2000 characters.

Evaluation

1. Describe how the project will use data to inform decision-making.

   Help button text: *The answer must include descriptions for how both qualitative and quantitative data will impact decisions about the technological aspect of the delivery of professional learning opportunities.* Maximum 2000 characters.

2. Describe how the project will evaluate its progress in providing the proposed services.

   Help button text: *The answer must include an outline of the process for evaluation and next steps.* Maximum 3000 characters.

Agency Information *[same content in all seven grants]*

Program Contact Information

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

Help button text: *The program contact is the person responsible for day-to-day oversight of the adult basic education program. 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: (street)
(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.
(radio button: Yes, No)

Assurances

☐ 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).
☐ The applicant will abide by federal and state regulations that govern these grant funds.
☐ The applicant has read and reviewed the most current versions of Division of Adult Education policies and guidelines and will abide by them.
☐ The applicant has cited all instances of artificial intelligence (AI) usage in their application.

Budget *[same content in all seven grants]*

Salary

Function	Object	Role	Name	Degree	# Hours	$/hour	Amount
2200	101	Project director		HSD/HSE			Calculation # hrs * $ per hr
2300	105	Project manager		Associate's degree			
	110	Consultant/coach/ technical assistant		Bachelor's degree			
	116	Other		Master's degree			
		Clerical		Doctorate			
		Instructional designer		Other			
		Fiscal administration					
		General grant administration					
		Human Resources					

Salary 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; 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		
	260		

Benefits Help Button: *Refer to the Adult Education and Family Literacy Guidelines Section 606, 607, and 608 for definitions of the function and object codes. 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			
	360			

Contracted Services 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; 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.*

Equipment

Function	Object	Description	Amount
2200	790		

Purchased Equipment 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, Click on the "add" button after each entry. Repeat this sequence until all purchased equipment has been entered.*

Applicants must provide an explanation/justification for any equipment to be purchased.

Help Button Text: *Applicant must provide an explanation for any equipment to be purchased. Enter N/A if no equipment is to be purchased.* (Text box – 750 characters maximum)

Other

Function	Object	Description	Amount
2200	410		
2300	420		
2600	430		
	441		
	442		

	448		
	449		
	490		
	520		
	530		
	550		
	580		
	610		
	640		
	650		
	810		

Other 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 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	

Budget Summary

The content of this section is created automatically by the eGrants system.