Adult Basic Education Direct Service 064 Grant Competition Information Webinar

Recorded March 2022

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Agenda

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- Funding sources

- Grant

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- Required activities and services

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Agenda

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Agenda

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- Submitting questions

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Grant timeline

- February 26: Pennsylvania Bulletin announcement
- March 9: eGrants opens
- April 7, 2:00 PM, Grants due

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Funding sources

- Federal Adult Education and Family Literacy Act, Title II, Workforce Innovation and Opportunity Act (WIOA)
  - Approximately $15 million
- Pennsylvania Act 143 of 1986, Adult and Family Literacy Education Act
  - Approximately $8.18 million
- Funds allocated to 22 local workforce areas using needs-based funding formula
- Subject to change

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Grant

- One narrative with two budgets
  - Federal Adult Education 064
  - State Adult Education 064
- Separate competition for Tutoring Program funds

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Eligible applicants

- Organization of demonstrated effectiveness
- WIOA and Act 143 have slight differences
  - Refer to RGA for lists
  - If not eligible for state, may only apply for federal funds; otherwise, must apply for both
- Consortium/coalition of providers
  - Main grantee w/one or more subgrantees
  - Main grantee: fiscal agent and provider
  - Program guidelines 205.4
- Agencies can only be a main grantee or a subgrantee for an 064 adult education grant

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Demonstrated effectiveness: criteria

- ## Organization of demonstrated effectiveness
  - Quantitative data for preceding three years
    - 2018-19, 2019-20, 2020-21
  - Applicant's success in helping student:
    - Improve skills in math, reading, writing, English language proficiency
    - Attain a high school diploma or its equivalent
    - Transition to postsecondary education/training
    - Transition to employment
  - Threshold: at least 15 enrolled individuals in each of the past three years

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Demonstrated effectiveness: process

- Tables on Division of Adult Education Grant Competitions webpage
  - Two versions
    - Entities receiving division funds in prior 3 years
    - Entities not funded at all by the division in prior 3 years
  - Each agency in a consortium/coalition must complete its own table
  - All tables uploaded into application in eGrants

Required activities and services

- Year-round real-time instruction
- Adult education and literacy activities and instruction for all ABE Levels 1-6
- Supplemental distance learning opportunities for students in real-time instruction
- Year-round barrier support services
- Year-round transition support services

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Required activities and services (2)

- Integration of workforce preparation activities, activities to support digital literacy/resiliency into instruction/services

- Volunteer classroom aides

- Program administrator who is a full-time employee of the agency

- Partner in local PA CareerLink®

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Required activities and services (3)

- English language acquisition activities and instruction for English language learners
  - Includes transition to ABE and HSE
  - Required in 19 counties (Appendix C)
  - Allowable as needed in other counties

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Volunteer classroom aides

- At least 10 percent of State 064 grant
  - Funds for in-house professional development specialist to train and support aides
  - Funds for teachers to prepare and work with aides

- Doesn't require tutor coordinator

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Additional allowable activities

- Corrections education
  - Applicants may not budget or expend more than 20 of the grant amounts for corrections education
  - Section AA2 of program guidelines
- Integrated English literacy and civics education activities
- Integrated education and training (IET) activities (federal funds only)
- Workplace literacy activities

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Eligible participants

- Not enrolled or required to be enrolled in secondary school

- Minimum age:
  - WIOA (federal): 16 years of age
  - Act 143 (state): 17 years of age

- Additional Act 143 requirements
  - Resident of Pennsylvania
  - Not enrolled in postsecondary school

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Priorities

- Past effectiveness
- Thorough and detailed plan for services
- Organizational capacity
- Excellent description of need
- Instruction at variety of times and locations
- Opportunities for accelerated learning
- High-quality instruction based on CCRS
- Services aligned with local workforce plan
- High-quality student support services

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Staffing requirements

- Guidelines 204-204.7, 402.1, 502
- Staff must be properly qualified
- New required roles
  - Digital literacy specialist
  - Assessment administrator
- All paid staff – 2% of time participating in professional development
- Instructors – at least 30% of total time for preparation

Funding requests

- Appendix B of RGA: results of funding formula
  - Local workforce areas and then counties
  - Federal and state amounts
- Applicant may apply for funds from multiple workforce areas in one application
- If applicant requests funds for a county, it must ensure services are available to residents of that county

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Funding requests (2)

- Maximum: amount allocated to proposed service area

- No minimum amount an applicant may request

- Maximum cost per student: $2,250
  - Prioritize full-time direct service staff positions with benefits

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Grant application process

- Submission via eGrants

- See RGA section 3 Grant Requirements for details on access to eGrants

- Timeline
  - Grants open: March 9, 2022
  - Deadline: April 7, 2022, 2:00 PM

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Grant application process (2)

- To submit application
  - Mark all sections in the federal and state sub grant applications complete
  - Click Complete button in each sub grant
  - Mark all sections in main grant complete
  - Click Complete button in main grant
- System records time Complete button is clicked
- Status will be Submitted for Peer Review

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Application review process

- Disqualification prior to review
    - Not an eligible applicant
    - Application is incomplete
    - Application not completed by deadline
- Review teams of three people
    - Scoring rubric; summary of scoring in Appendix A
- Local workforce board review
    - PDE must take results of review into consideration when awarding grants

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Award selection process

- Ranked highest to lowest by score
  - Highest scoring in each workforce area
  - Continue until all funds in local area are awarded or no more applications for the area
- Score <136 of 200 will not be awarded funds

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Grant terms and conditions

- Five-year grant contract with annual notifications of funding contingent on availability of funds
  - Annual submission of applicant information and budget
- Renewal option based on
  - Contract compliance
  - Evidence of progress in meeting performance measures
  - Evidence of program improvement
  - Fiscal and programmatic compliance

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Resources

- education.pa.gov>Instruction>Adult Basic Education>Grants>Grant competitions

- *Request for Grant Application Guidelines Adult Basic Education Direct Service*

- *Draft 2022-21 Adult Education and Family Literacy Guidelines*

- Link to Division of Adult Education policies

- Link to L&I page with state and local plans

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Tips for grants: general

- Read the RGA, Adult Education and Family Literacy Guidelines, grant content document first
- Read help buttons
  - Lists maximum characters
  - Lists required information
- Make sure charts and tables are complete
- Answer the question
  - Avoid extra information
  - Clear and concise
  - Do not assume the reviewers know your program

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Tips for grants: general (2)

- eGrants does not allow for any formatting
  - Text answers will be written as single long paragraphs
  - No bulleted or numbered lists
  - Cannot create paragraphs
- If applicant writes grant answers in a Word document (or Pages), make sure it is plain text before pasting into eGrants
- Save often

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Tips for grants: general (3)

- Applicants that are a consortium or coalition
  - Except as noted in help buttons, answers should reflect the work of the consortium/coalition as a whole
  - BUT Demonstrated effectiveness – Each agency in the consortium must provide its own information.

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Tips for grants: demonstrated effectiveness

- ## Two items in Demonstrated Effectiveness
  - ### Applicants
    - Enter full name of the applicant
    - Each agency in consortium/coalition entered separately
  - ### Evidence of Demonstrated Effectiveness
    - Upload completed demonstrate effectiveness tables
    - Each agency in a consortium has own table
    - [Applicant Name] Demonstrated Effectiveness.

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Tips for grants: narrative

- Alignment with workforce
  - Questions listed 3 times
  - All applicants must complete first section
  - Other two are available for applicants proposing to provide services in multiple workforce areas
  - Scoring: multiple areas will be averaged

Tips for grants: narrative (2)

- Program overview section Q3 about ESL services
  - Enter Not Applicable if do not plan to provide ESL services

- Corrections education section
  - If not planning to do corrections education, select No and enter N/A in text box to mark the section complete

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Tips for grants: agency information

- Staff – include all agencies in consortium
    - Position title – What does agency call it?
    - Roles – What roles does that position fulfill?
    - Minimum qualifications – What is required to hire a person?
    - # of staff – include all agencies in consortium
        - Total staff
        - Full-time instructional and student support staff
        - Part-time instructional and student support staff

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Tips for grants: agency information (2)

- Class schedule: required

- Supplemental class schedule: only if applicant proposes to provide real-time supplemental classes

  – Do not list supplemental distance learning activities in schedule

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Tips for grants: agency information (3)

- Agency Activity Summary
  - Numbers should reflect the distribution of services as the applicant proposes to provide them
  - ABE: includes ABE Levels 1-4 plus ESL Levels 1-6
  - ASE/GED: includes only Levels 5-6
  - Institutional: classes in a correctional facility or other institution not open to the public

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Tips for grants: budgets

- In eGrants, budgets are "Sub Grant Applications"
  - Applicants must add sub grant applications to main grant after creating the main grant
  - Add Federal Adult Education 064 AND State Adult Education 064 sub grants

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Tips for grants: budgets (2)

- Review the sections 600-609 of the *Adult Education and Family Literacy Guidelines* before completing the budgets

- Federal Adult Education 064 requires 25 percent local match

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Tips for grants: budgets (3)

- ## FC 2300 in federal budget
  - ### Enter expected costs, including PA CareerLink® infrastructure costs
  - ### Required under 2300
    - #### Planning and administration
    - #### Professional development
    - #### Costs associated with working with workforce system partners
  - ### Negotiation of admin costs over 5% during processing of successful applications

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Tips for grants: budgets staff time

- ## State Adult Education 064
  - Staff time for professional development
  - 1692: only in state 064
    - IHPDS training/supporting volunteer classroom aides
    - Teachers preparing work for and supporting volunteer classroom aides in their classes
  - 2200: only in state 064
    - All IHPDS time supporting other staff
- ## Federal Adult Education 064
  - Time working with students
    - Intake, orientation, assessment, student support activities
  - Teacher prep time

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Tips for grants: budget (5)

- Unallowable function code/object code combinations
  - You can save unallowable combinations but will not be able to mark the section complete
  - Use Budget Guide in guidelines

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Questions

- Submit questions to ra-able@pa.gov

- Subject line: Adult Basic Education Direct Service 064

- Division staff will post responses to submitted questions in FAQ document

- Do not send questions to division staff directly

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Contact/Mission

For more information on the Adult Basic Education Direct Service Competition, please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.

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