2020-21 Grants: 054, 064, 099

July 2, 2020

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General updates

- Remote administration
  - Can now have additional staff approved
  - Same procedure
- Don't use "COVID" naming conventions in PY 2020-21
  - Not in classes/groups/pairs
  - No "COVID no pretest" or "COVID no posttest"
  - Must get assessments for students

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PY 2020-21 grants

- eGrants is open
  - 099 grants due no later than July 17, 2020
  - 054, 064 due no later than July 31, 2020
  - May submit earlier
  - Make sure you are in 2020-21 in eGrants
  - Use the guidelines I sent to program contacts earlier this week
  - READ the HELP BUTTONS

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PY 2020-21

- 054 and 099: renewal grants
  - Last year of grant cycle
  - 099: federal funds, fully funded
  - 054: state funds, fully funded despite interim budget
    - Agencies receiving extra $1000 per family to provide ECE service
      - How are you going to ensure compliance with PA's COVID-19 regulations regarding childcare centers?
      - If you can't do so, cannot get extra $1000

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PY 2020-21

- 064: impacted by interim budget
  - Year 3 of a 4-year grant cycle
  - Initial funding
    - Federal 064: full level funding
    - State 064: 22.69% of last year's amount
    - State OTP: not funded
  - Amendment for funding adjustment upon passage of full budget if increase in line item

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Content 054 and 099

- Narrative, Agency Information, Budget
  - Narrative answers must be copied from initial application; no changes
  - Agency information and budget must be updated to reflect 2020-21 activities
- Grant agreement
  - Requires authorized signature

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Content 064

- 064 (interim budget grants)
  - Agency Information, Federal 064, State 064
  - Update information to reflect 2020-21 activities
  - No new grant agreement; no signature

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Reminders: all grants

- Program contact information section
  - Person overseeing day-to-day running of program
  - Full time staff person
  - Person who will get emails from division

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Staff or Staffing and Administration

- Position title = What is the position called at your agency on the job description?
- Role(s) of the position – include all roles that position fulfills
- Multiple positions with same title, roles, status, % of time, and minimum qualifications
  - Only need to enter the position once
  - E.g., Volunteer tutor

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Program sites

- Only need to list the site once, even if multiple classes/activities happen there
- Must have at least one site in all counties for which you get funds
- Tentative locations: enter what you hope
- Looking for new location
  - Enter TBD as Building
  - Enter city as Address
  - Enter county

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Class schedule 064

- Several revisions and additions
- New narrative question
  - Description of instructional models, including in person and distance learning, to provide instruction of sufficient intensity for students to get education gain in a timeframe that meets their needs

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Class schedule 064 2

- Three "Class Schedule" tables
  - In-person classes
  - Hybrid classes (in-person plus remote real-time)
  - Remote real-time classes
- Supplemental classes (not new)
  - Not supplemental distance learning
  - Must be instruction
  - Not case management, career exploration, stand-alone computer classes, etc.
- Tutoring schedule – May leave blank

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Provision of components 054

- New narrative question that you must answer
  – How are you going to ensure ECE services?
  – How will you use ILA to make up for limited ECE?
  – How will you work with schools?

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Agency Activity Summary: 054, 064

- ABE rows incl. all ESL levels and ABE 1-4
- ASE/GED: ABE 5 & 6 (old low/high ASE)
- Distribution of students should reflect 2019-20 Table 4 numbers
- Federal and state requested amounts should be realistic estimate
  – Do not just put all federal in ASE row and all state in ABE row
- Update narrative explaining how you determined numbers in the main table

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Agency Activity Summary: 064 initial grant

- Requested amount state funds
  – Only initial (reduced) allocation
- Breakout of state funds table: leave blank

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Other Agency Information Sections 064

- Subgrantee
  - Federal and State amounts must match total contracted amounts in budgets
- Counties Served
  - Should be what was initially awarded under funding formula
  - Must request and justify any changes

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Budgets: General

- Reasonable, necessary, allowable, allocable
- Guidelines, Section 600
- Guidelines, Budget Guide (at end of document after appendices)
- One change: old OC 324 is now 360

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Budget: General reminders

- Total FICA – must be within $1.00 of maximum allowable amount
  - Not by function code
  - 7.65%
  - 3.825% for LEAs and some IHEs on state funded budgets
- Unemployment comp, workers comp
  - Enter in own OCs

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Budget: General reminders 2

- Use correct OCs for contacted services
  – Read guidelines
- Background checks: 2300/330
- PA CareerLink related costs
  – Infrastructure costs
    • Federal grants: 2300/390
    • State grants: 2600/390
  – Shared personnel costs
    • Federal grants: 2300/330
    • State grants: 2600/390 – separate entry from infrastructure cost

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Budget: General reminders 3

- Rent
  – If total rent is >10% of grant, enter each site separately
  – If total rent is <10% of grant, may enter in a single entry
- Purchased Property
  – All items with useful life of more than 1 year
  – Specific description
  – Explanation in text box required

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Budget: General reminders 4

- Program related
  – Detailed descriptions; don't just repeat name of object code
  – Conference registration fees are OC 890 NOT OC 580 Travel
- Statutory floors and ceilings apply with exceptions for State 064 explained on later slide

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Federal 064 subgrant/budget

- 5% cap on administrative costs
  - 2300+indirect costs
  - Read Appendix E
- Local match
  - 25% of total cost to run program
    - i.e., 33% of the grant amount
  - Third party in-kind contributions
  - Cash

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State 064 initial budget

- Only FCs 1691, 1692,and 2600
  - Focus on instruction
  - Allows for PACL infrastructure if necessary
  - Can use funds to support tutor training
  - 5% for volunteer classroom aides not required in initial grant based on interim budget

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Weekly webinars

- Thursdays, 11:00 AM to noon
- July 9: Updates to guidelines and policies for PY 2020-21

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Contact/Mission

For more information on the adult or family literacy education, 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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