



Updates and FER Reminders

June 27, 2020

7/2/2020



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Agenda

- Remote assessment update
- HSE testing update
- Kickoffs
- Technology survey
- Health and Safety plans
- FERs

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Remote assessment update

- TABE 11/12
 - Remote administration w/ >1 person now OK
 - Must follow TABE guidance
- CASAS: Not yet approved for remote administration w/ >1 person

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HSE update

- Remote proctoring for both GED Test and HiSET exam now available in PA

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Change to PY 2020-21 Kickoffs

- In person kickoffs scheduled for August are canceled
- Weekly 1-hour webinars
 - Thursdays, 11:00 AM to noon
 - July 2: 2020-21 grant application review
 - July 9-August 27
 - Schedule of topics TBD
- IELCE Kickoff: hold July 8 for a webinar
 - In person kickoff canceled

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Technology survey

- To help us get a sense of capacity at local programs
 - Access to resources: staff and students
 - Comfort level of staff and students
- Email with link
- Will include a PDF of questions
 - Discuss questions with staff and students (if possible) before completing survey

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Health & Safety Plans reminders

- Must make plan available to public BEFORE providing in person services
- Posting on public website is acceptable
- Do not send the plan to your advisor
- Revise/add to plan as necessary



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FERs

- Final expenditure reports
 - Now open
 - Make sure you are in PY 2019-20 in eGrants
 - Due August 17, 2020
 - Program person should talk to the person who completes the FER



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FER: Part II – Final Report Details

- Total Receipts: Must match exactly what is in FAI
- Total Expenditures: Must equal to the penny the total in the Budget Summary
 - If FER is returned for corrections that result in a change to the total in the Budget Summary, you must update the Total Expenditures here



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FER: Salary and Benefits

- Salary
 - Enter by staff member
- Benefits
 - Do NOT need to enter by employee
 - Enter unemployment compensation and workers' compensation in specific object codes (not OC 231 Other Benefits)



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FER: Contracted Services

- Name column: Name of entity/person contracted with
- Description: Must fill out; what is the service provided
- PA CareerLink infrastructure costs: nonpersonnel
 - Name is the local board
 - Federal : 2300/390
 - State: 2600/390; description "PACL infrastructure"
- Shared PACL personnel costs
 - Federal : 2300/330
 - State: 2600/390 – separate entry from infrastructure costs: description "shared PACL personnel costs"



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FER: Building and leased equipment

- Building-related
 - If total rent paid is more than 10% of grant amount, enter rent by site
 - If total rent paid is under 10% of grant, single entry is allowed with list of sites in description
- Leased equipment
 - Detailed description; don't just restate the name of the object code



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FER: Purchased equipment

- Items with a useful life beyond the program year
 - Computers, printers, scanners, etc. are all equipment
 - Do not enter these items in supplies
- Provide justification for all purchases in Message Board
- Equipment that was not in 2019-20 grant budget must have been reported to advisor



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Program related

- Must have detailed descriptions
 - Do not just repeat the name of object code
 - List assessment purchases separately from other items
 - List names of software products purchased
 - Provide details about texts purchased



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Local match: 064 and 061

- Separate section for local match
- Two types: Third-party in kind and Cash
- Third-party in-kind is “value of non-cash contributions given by an outside entity”
- Costs covered by your larger entity with local funds should go in cash



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Local match: 064 and 061 cont.

- Volunteer tutors and classroom aides
 - Enter them in two separate entries
 - Value of classroom aides should be lower
 - Description includes # tutors, # hour, \$/hour
- Enter paid staff individually
 - Description includes work done, # hours \$/hr
- Space Rental: enter each location separately



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Agency Activity Summary

- In all direct service FERs, incl. OTP
- Budget amount: Federal 064, 061, 054, DLP
 - Must be what was entered in 2019-20 grant
- Budget amount: State 064 and OTP
 - Will have to split the amount from the Requested State Amount column in grant



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Agency Activity Summary cont.

- Expenditure amount: What did you actually spend?
 - Should not be the same in most cases
 - What was the actual distribution of students?
 - Must match the total in budget summary
 - If FER is returned for corrections that result in a change to the total in the budget summary, you must update the Expenditure amounts here



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Counties served

- In Federal 064, State 064, OTP, 061
- Budgeted Amounts column
 - Must be the amounts in the 2019-20 grant you submitted
- Actual Expenditures
 - What did you actually spend?
 - Total must match the total in Budget Summary



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Infrastructure costs

- Non-personnel costs that are necessary for the general operation of the PA CareerLink site
- Do not include shared personnel costs
- Only report grant funds used; do not include any local funds used
- Amount should include any infrastructure cost contributions paid by subgrantees



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Occupational training costs in IET

- Division-approved IETs only
- Only cost of occupational training portion of IET
- Only if the occupational training portion was paid for in part or in full by grant funds
- Report only the amount of grant funds used
- Provide all additional information



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Career Services

- Federal 064, DLP, and 061
- Need for federal Statewide Performance Report
- Read the Help Button

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Contact/Mission

For more information on adult basic and family literacy services 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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