CONNECTICUT STATE DEPARTMENT OF EDUCATION

PEP FY 2023-2024

Continuation Application

Grantees Meeting

Susan Kocaba, CSDE Federal Grant Manager

March 27, 2023

Mid-Year Report

FY 2023-2024
Mid-Year Report
will be due on
Friday, February 9th

I'm
Listening….

Federal Grants

- Funds for federal grants are authorized by the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title II, Adult Education and Family Literacy Act (AEFLA), Public Law 113-128

- Competitive grant process-Year three and the final year of the PEP 2022-2025 grant cycle

- Grant funds shall <u>not</u> be used to supplant funds normally budgeted by the agency for mandated services

Federal Grants

- The CSDE requires applicants to provide 20% in matching funds

- At least 95% of an eligible recipient's federal grant award must be expended for adult education instructional activities

- The remaining amount, not to exceed 5%, may be used for local administrative costs

- Eligible expenditures are outlined in the 2023 [Budget Buddy](#).
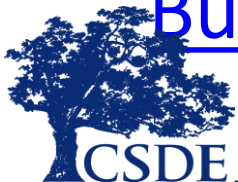
Federal Grants

Forms and documents will be emailed after the meeting and posted on the CSDE website:

- PEP FY24 Continuation Application (Word)

- PEP Comprehensive ED-114 Budget Template (Excel)

- PEP IELCE ED-114 Budget Template (Excel)

- Interagency Collaboration Agreement Template (Word)

Due Date and Guidelines

The PEP continuation application must be received at the Academic Office via e-mail to Susan Kocaba, Susan.Kocaba@ct.gov, and uploaded into the Electronic Grant Management System (eGMS) **by 4 p.m. on or before Friday, May 26, 2023.**

The Continuation Application Narrative should be submitted:

- In one consistent font (Calibri, 11 pt preferred)
- Free of typos, highlighted sections, and internal program comments
- Saved and titled with your Program Name/District PEP FY24 Continuation Application

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Guidelines, cont.

The Continuation Application ED-114 Budget Templates should be submitted:

- With allowable expenditures (refer to Budget Buddy) or ask if unsure

- Saved and titled with your Program Name/District ED114 PEP FY24 Comprehensive or IELCE Budget

- New: Grant Code required in select budget codes on Comprehensive (see next slide for new grant codes)

Program Area of Responsibility	Description (grant code)	Total # of Aides/Tutors	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure

Priority Areas Grant Titles Match the FY22 PEP RFP

New Priority Area Codes with (E) and (S)

PRIORITY AREA	CODE
Family Literacy Services –ESL 1-6/ABE 1-4	(E)FLS
Family Literacy Services – ABE/ASE 5-6	(S)FLS
Nontraditional and Other Institutionalized Individuals or Special Populations- ESL 1-6/ABE 1-4	(E)NTSP
Nontraditional, Institutionalized Individuals or Special Populations- ABE/ASE 5-6	(S)NTSP
National External Diploma Program (NEDP) Expansion- ABE/ASE 5-6	(S)NEDP
Integrated Education and Training- ESL 1-6/ABE 1-4	(E)IET
Integrated Education and Training- ABE/ASE 5-6	(S)IET
Transition to Postsecondary Education and Training ABE/ASE 5-6	(S)TPS
Connecticut Adult Virtual High School- ABE/ASE 5-6	(S)AVHS
Workforce Readiness –ESL 1-6/ABE 1-4	(E)WR
Workforce Readiness –ABE/ASE 5-6	(S)WR
Integrated English Literacy and Civics Education- ESL 1-6/ABE 1-4	(E)IELCE

Why the Change? Easier Reporting

10. Transactions	(a) State Administration	(b) State Leadership	(c) Programs of Instruction ABE levels 1-4 and ESL levels 1-6	(d) Programs of Instruction ABE levels 5-6	(e) Training	(f) Total
Federal Cash:						
a. Cash Receipts						$
b. Cash Disbursements						$

Fiscal reporting to the federal government for instruction is divided by
ABE levels 1-4/ESL levels 1-6 and ABE levels 5-6

What's New

Revision to Section E. Maximum Amount of Grant Awards by Priority Areas

The following table presents the priority areas that will be funded in FY24 and the anticipated highest level of an award for each priority area. The priority area codes as listed in eGMS are identified at the beginning of each priority area below. Providers are only eligible to apply for program area funds in the same area that were received in FY23. Note that this continuation application allows grantees to use funds in Family Literacy Services, Nontraditional and Other Institutionalized Individuals or Special Populations, Integrated Education and Training, and Workforce Readiness at either or both levels of instruction but **the anticipated amount of award will not change**. If you would like to use funds for both levels of instruction, indicate the divided amounts on this continuation application and in eGMS totaling no more than the anticipated level of award amount.

New Priority Area Codes

Priority Area Grant Titles Match the PEP FY 22 RFP

Where appropriate, you may apply to serve both E and S levels

PRIORITY AREA	ANTICIPATED AMOUNT OF AWARD
(E)FLS-Family Literacy Services –ESL 1-6/ABE 1-4	$50,000
(S)FLS-Family Literacy Services – ABE/ASE 5-6	
(E)NTSP- Nontraditional and Other Institutionalized Individuals or Special Populations- ESL 1-6/ABE 1-4	$30,000
(S)NTSP-Nontraditional, Institutionalized Individuals or Special Populations- ABE/ASE 5-6	
(S)NEDP-National External Diploma Program (NEDP) Expansion- ABE/ASE 5-6	$30,000
(E)IET- Integrated Education and Training- ESL 1-6/ABE 1-4	$40,000
(S)IET-Integrated Education and Training- ABE/ASE 5-6	
(S)TPS-Transition to Postsecondary Education and Training- ABE/ASE 5-6	$40,000
(S)AVHS-Connecticut Adult Virtual High School- ABE/ASE 5-6	$300,000
(E)WR-Workforce Readiness –ESL 1-6/ABE 1-4	$40,000
(S)WR-Workforce Readiness –ABE/ASE 5-6	
(E)IELCE-Integrated English Literacy and Civics Education- ESL 1-6/ABE 1-4	$100,000

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CONNECTICUT STATE DEPARTMENT OF EDUCATION

Application Cover Page Appendix A

Instructions for Completion:

Changes:
New Priority Area Names and Codes
Clarification Highlighted Below

Include only <u>one</u> cover page for all priority areas. Obtain the original signature of the Superintendent of Schools or Chief Executive Officer of Agency. As this is a continuation application, you may use the FY22 RFP Date of Board/Agency Approval in the requested section.

General Proposal Requirements Appendix B

No Changes

- Accountability Practices

- Recruitment, Retention and Support Services

- Integration with the Local Workforce Development Board (WDB) and One-stop Partner

- Performance Accountability
  - Measurable Skills Gains
  - Post-Exit Performance Indicators

Priority Area Abstract
Appendix C

- Updated Chart

Priority Area Grant Name:		
Provider/Agency Name:		
Project Director Name:	Email:	
Beginning Date: 7/1/2023	End Date: 6/30/2024	
Target Population: ☐ ESL 1-6/ABE 1-4	Requested Federal Funds:	
Planned Number of Students:	Federal Cost Per Student:	
Target Population: ☐ ABE/ASE 5-6	Requested Federal Funds:	
Planned Number of Students:	Federal Cost Per Student:	

- New: Priority Area Project Goal
  - 1-2 sentences that briefly describe what you want to accomplish

Priority Area Abstract Appendix C

No Changes

- Statement of Need/Target Population
- Project Objectives
- Proposed Delivery Format
- Project Design
- Curriculum/Resources
- Professional Learning
- Evaluation
- Future Funding

Goals vs. Objectives

GOAL: a broad statement of what you wish to accomplish. Goals are *broad, general, intangible, and abstract*. A goal is really about the final impact or outcome that you wish to bring about. In the case of goals for a grant proposal, make sure they are linked back to your need statement.

OBJECTIVE: a step toward accomplishing a goal. In contrast to the goal, an objective is *narrow, precise, tangible, concrete, and can be measured*. A minimum of **three** objectives is required.
S.M.A.R.T. method of writing objectives: **Specific, Measurable, Attainable, Realistic,** and **Time-bound**.

https://www.bpcc.edu/institutional-advancement-grants/how-to-write-goals-and-objectives-for-grant-proposals (Bossier Parish Community College)

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Priority Area Abstract Appendix C- Part II

- Chart separates Target Population and Program, where appropriate

Target Population: ☐ ESL 1-6/ABE 1-4   ☐ ABE/ASE 5-6
Program: ☐ESL ☐ABE   ☐GED ☐NEDP ☐CDP ☐Citizenship

- Minimal changes to Requirement and Action/Activities sections

- Required LACES NRS tables are embedded into sections

- Required Interagency Collaboration and Memorandum of Understanding Agreements are in **bold**.

Submission

Read carefully **Specific Instructions for Completion and Submission** via email and eGMS on pages 6-7 of the Continuation Application.

Questions? Susan.Kocaba@ct.gov

eGMS
Priority Area Page

Priority Areas	2024 PEP Comprehensive Priority Area page	

Priority Area	Amount
(E)FLS- Family Literacy Services- ESL 1-6/ABE 1-4	* $ ⬚
(S)FLS- Family Literacy Services - ABE/ASE 5-6	* $
(E)NTSP - Nontraditional and Other Institutionalized Individuals or Special Populations- ESL 1-6/ABE 1-4	* $
(S)NTSP - Nontraditional and Other Institutionalized Individuals or Special Populations- ABE/ASE 5-6	* $
(S)NEDP - National External Diploma Program Expansion- ABE/ASE 5-6	* $
(E)IET - Integrated Education and Training - ESL 1-6/ABE 1-4	* $
(S)IET - Integrated Education and Training - ABE/ASE 5-6	* $
(S)TPS - Transition to Postsecondary Education and Training- ABE/ASE 5-6	* $
(S)AVHS- Connecticut Adult Virtual High School - ABE/ASE 5-6	* $
(E)WR - Workforce Readiness- ESL 1-6/ABE 1-4	* $
(S)WR - Workforce Readiness -ABE/ASE 5-6	* $
Total	$ 0.00

eGMS

- New training videos have been added to eGMS on the homepage.

- Grant will be open in eGMS shortly. I will email all grantees when it has been opened.

- Due to the fact that the allocation will not be loaded at the time of submission in eGMS, you will receive a **Warning** message. Disregard, and once the allocation is loaded, the message will no longer appear.

- All budget codes are listed in eGMS.

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eGMS
End-of-Project Expenditure Page

☐ My organization is reporting expenditures for a PEP Comprehensive grant.

Priority Areas	
(E)FLS Family Literacy Services- ESL 1-6/ABE 1-4	* $
(S)FLS- Family Literacy Services - ABE/ASE 5-6	* $
(E)NTSP - Nontraditional and Other Institutionalized Individuals or Special Populations- ESL 1-6/ABE 1-4	* $
(S)NTSP - Nontraditional and Other Institutionalized Individuals or Special Populations- ABE/ASE 5-6	* $
(S)NEDP - National External Diploma Program Expansion- ABE/ASE 5-6	* $
(E)IET - Integrated Education and Training - ESL 1-6/ABE 1-4	* $
(S)IET - Integrated Education and Training - ABE/ASE 5-6	* $
(S)TPS - Transition to Postsecondary Education and Training- ABE/ASE 5-6	* $
(S)AVHS - Connecticut Adult Virtual High School - ABE/ASE 5-6	* $
(E)WR - Workforce Readiness- ESL 1-6/ABE 1-4	* $
(S)WR - Workforce Readiness -ABE/ASE 5-6	* $
Subtotal Grant Expenses	$ 0.00
TOTAL LOCAL MATCHING	* $

☐ My organization is reporting expenditures for a PEP IELCE grant.

(E)IELCE - Integrated English Literacy and Civics Education- ESL 1-6/ABE 1-4	* $
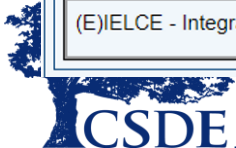
Important Dates

Friday, May 26

PEP FY24 Continuation Application

Friday, July 28

PEP FY23 End of Year Report

Reminder: End of Year Intake Reporting Cost of Intake Services

The CSDE has received recent guidance from OCTAE that for agencies that receive federal WIOA PEP funding the **estimated** cost per student **for intake, pre-test initial assessment, orientation and referrals to other agencies** be calculated and reported at the provider level annually. **This information will be requested on the PEP End-of-Year Report**. The CSDE will compile the information from each provider and report it to OCTAE on our annual fiscal narrative and budget report.

Each provider must create a methodology to calculate the funds expended on these services **based on your specific rate per hour** for each staff person responsible for the task multiplied by the estimated amount of time for each task. **Note that total estimated hours should not exceed 8 hours combined.**

See next slide for an example

Reminder: End of Year Intake Reporting Cost of Intake Services

This may be an example:

Intake total $ = staff member rate per hour X # of estimated hours

Pre-test initial assessment total $ = staff member rate per hour X # of estimated hours

Orientation total $ = staff member rate per hour X # of estimated hours

Referrals to and coordination of activities with other agencies = staff member rate per hour X # of estimated hours

Total estimated amount reported per student = Intake total + Pre-test initial assessment total + Orientation total + Referral total

Note that total estimated hours should not exceed 8 hours combined.

New: End of Year Reporting
Cost of Training for IELCE

On the PEP End-of-Year Narrative Report all IELCE grantees will need to identify how much of their overall AEFLA funded IELCE expenditures were spent specifically on training costs.

10. Transactions	(a) State Administration	(b) State Leadership	(c) Programs of Instruction ABE levels 1-4 and ESL levels 1-6	(d) Programs of Instruction ABE levels 5-6	(e) Training	(f) Total
Federal Cash:						
a. Cash Receipts						$
b. Cash Disbursements						$

New RFP
Looking for Input

- Survey will go out to all directors
- Follow up with regional/interest groups

Thank you!