Division of Adult Education Monthly Webinar

May 30, 2024

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1

Agenda

- May payments & on-demand payments
- Grant updates
- Tips for submitting grants

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2

May payments

- May payments: 064 and 054 grants
  - Lump sum incentive funds payments in April may have resulted in suspension of May payment
    - If need on-demand payment, email your advisor by May 31 (tomorrow)

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3

2024-25 continuation grants: amounts

- Adult Basic Education Direct Service 064
  - Federal 064: 3 percent COLA; all grantees
  - State 064: Includes additional funds for direct service staff, if approved
- Section 243 IELCE
  - 3 percent COLA; all grantees
- Family Literacy Direct Service
  - Includes additional funds awarded for 2022-23 performance
  - Includes addition funds for direct service staff, if approved

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5/30/2024   4

4

2024-25 continuation grants

- Adult Basic Education Direct Service 064
  - Federal 064: local match is 20 percent
    - To calculate, divide grant amount by 4
  - State 064: 1692 minimum
    - 10 percent of 2022-23 grant amount
    - No increase with additional funds
- Section 243 IELCE
  - Local match is 20 percent
    - To calculate, divide grant amount by 4

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5/30/2024   5

5

2024-25 grants: additional funds for staff

- State 064 and FL 054
  - Specific sections for additional funds for staff
  - Must use those funds only for what division approved
- Option "Add FT teacher w/increased contracted enrollment"
  - Advisor will contact agencies to discuss new enrollment number

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5/30/2024   6

6

Additional $ for increased enrollment in 2024-25

- Federal 064; 061
- YTD agency enrollment and EFL gain
  - April 29 data
  - Students only counted in one grant
- 80%+ enrollment AND 35%+ EFL gain

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5/30/2024   7

7

Additional $ for increased enrollment: agencies

- 064
  - Intermediate Unit 1
  - Keystone Opportunity Center
  - Lehigh Carbon CC & The Literacy Center
  - Project of Easton
- 061
  - Lehigh Carbon CC
- Eligible to request additional funds for increased enrollment

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8

Next chance for additional $ for increased enrollment

- Final 2023-24 enrollment & EFL gain
- Data after eData closes for the PY
- Criteria:
  - Meet or exceed contracted enrollment AND
    - 40% EFL gain OR
    - (for 064 only) 10% improvement in EFL gain from 2022-23
- If meet criteria, will have opportunity to request additional federal funds

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5/30/2024   9

9

2024-25 grants: eGrants

- FC 2270 Staff Professional Development
  - In State 064, 054, 061, and 259
  - Put all staff time engaging in professional development in 2270
  - Also associate benefits and other costs
- Purchased PD expenses: 2300/360

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5/30/2024   10

10

Importance of quick grant approval

- Get money sooner
- Get into eData sooner
- Advisor happy
- Your fiscal and data departments happy

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5/30/2024   11

11

Function codes and object codes

- Look at previous grant/FER to ensure that descriptions match
- Look at guidelines
  - Don't combine items that need to be separate (e.g. travel and conference fees)
- Check carefully
- Check again

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5/30/2024   12

12

Explanations and descriptions

- Purchased equipment – narrative explanation REQUIRED
- Salary: "Other" actual job duties or title REQUIRED
- Description column
  - Not repeat object code label (e.g. 610 supplies, description supplies)

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5/30/2024   13

13

Consistency

- Staff names across grants
- Descriptions across grants

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5/30/2024   14

14

Inconsistency example

	A	B	C	D	E
24	2270 - Professional	101 - Supervisors/Coo	Professional De	Carol Comrad	500
25				Carol Comrad Total	500
26	2900 - Other Suppo	101 - Supervisors/Coo	Data review/Q	Carl Conrad	2,000
27				Carl Conrad Total	2,000
28	2900 - Other Suppo	101 - Supervisors/Coo	Data review/Q	Carol Conrad	45
29	2900 - Other Suppo	101 - Supervisors/Coo	Data review/Q	Carol Conrad	56
30	2900 - Other Suppo	101 - Supervisors/Coo	Professional De	Carol Conrad	123
31				Carol Conrad Total	224

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5/30/2024   15

15

Follow procedures

- Initial submission
  - Submit grant in eGrants
- Returned grants
- Make corrections quickly
  - Read comments in every section
  - Make ALL corrections
  - Check and doublecheck
- Email advisor for review
- Only resubmit once advisor gives ok

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5/30/2024   16

16

Excel option in eGrants

- Use to
  - Check number of employee hours across grants
  - Check benefits, esp. FICA
  - Check PD and prep time
    - Put PD in one function code (2270) for each employee
- Can combine expenses across grants for thorough review
- Can sort and filter spreadsheets

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5/30/2024   17

17

eGrants demonstration

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5/30/2024   18

18

Questions

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19

19

Contact/Mission

For more information on adult education and family literacy 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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20

20