

**New Hampshire Department of Education
Increasing Adult Education Technology Discretionary Grant
Bureau of Adult Education
February 9, 2022**

Summary: The New Hampshire Department of Education (NHDOE) is issuing a request for applications (RFA) for the provision of technology resources to increase student access to digital literacy skill building, accelerate high school credential attainment and to extend learning outside of the classroom.

Dates: Application available February 9, 2022. Applications will be reviewed on a rolling basis. Awardees will be notified within two weeks of review.

Purpose of the Program: The purpose of this discretionary grant is to target Federal WIOA Adult Education and State Adult Education funds to eligible Adult Education programs in support of increasing access to technology for the following purposes:

1. **Increasing instructional hours** by expanding the availability of hybrid or hyflex course offering as well as the use of available distance learning software
2. **Accelerating high school credential attainment** by expanding computer-based HiSET testing capacity and opportunities for earning credits through distance learning software
3. **Ensuring the integration of digital literacy skills** at all levels through the use of NorthStar Digital Literacy assessment, curriculum and credentialing options.

Eligibility: All Bureau-funded adult education programs with an approved FY22 budget in the Grants Management System that have a demonstrated need for funding to increase access to technology for students.

Total Funding Available: \$400,000.00

Estimated Award Amounts: There is no minimum or maximum award.

Provision of Services: Funds must be obligated by June 30, 2022 and submitted for reimbursement in the Grants Management System by August 15, 2022.

For Further Information: contact Sarah Wheeler, Sarah.L.Wheeler@doe.nh.gov or 603-271-6701.

Submission: See attached application.

This grant program has one absolute priority. Applicants must meet the absolute priority.

Absolute Priority: Increased access to technology for students. This grant priority focuses on increasing access to technology for students by providing funding for directly associated increased costs. Both the Adult Education & Literacy Activities and Adult Diploma Programs require the integration of technology in the classroom, access to distance learning opportunities and the integration of digital literacy skills at all levels. Additionally, the primary goal for both programs is secondary school credential attainment.

Applicants must have a demonstrated need for technology resources. This may include data on the availability of electronic devices as tracked in the LACES student data management system.

Applicants must provide details on the strategies proposed to increase access to technology through at least one of the three purposes identified in this RFA. This may include, but is not limited to:

1. Increasing instructional hours through better access to distance learning options through funding for:

- Laptops to be loaned to students during enrollment including staff hours to develop policies, inventory documentation and other administrative tasks associated with a “loaner” program
 - Hot spots for internet access
 - Video conferencing devices to increase flexibility for hybrid or hyflex instruction
 - Additional IT services to train staff on the use of interactive technology
 - Additional staffing to provide intensive Orientation for student technology use including training on the Emergency Broadband Access program
2. Accelerating high school credential attainment through funding for:
- Computers to transition to or increase capacity for HiSET testing
 - Staff to provide online course facilitation, open computer lab time and/or tutoring for students needing assistance
3. Ensuring the integration of digital literacy skills at all levels through funding for:
- Staff to teach digital literacy, administer the NorthStar program including assessment, instruction and credentialing
 - Staff to crosswalk the NorthStar credential with the local distance Technology credit requirements in order for students to demonstrate competency and earn credit
 - Increase staff prep hours to ensure lesson planning integrates digital skill building at all levels
 - Provide training for staff on integrating digital literacy skill building (must be done in collaboration with the Statewide Professional Development contractor)

Applicants must identify the performance measures and outcomes anticipated from this grant award. This may include, but is not limited to:

- Increased measurable skill gains including educational functioning level gain, HSE/HSD credentials, and/or entrance into postsecondary education or training prior to the end of the program year
- Increased outcomes including HSE/HSD credentials, entrance into postsecondary education or training after exit and/or postsecondary credential attainment.
- Increased average instructional hours and/or increase distance learning hours
- Increased reporting of access to electronics as documented in the LACES program (must conduct a before and after survey to demonstrate performance measure)
- Number of NorthStar credentials earned by students and/or staff

Any equipment purchases valued at more than \$250 must be entered onto the Adult Education Inventory Sheet and tagged as property of the State of NH. In the event of non-renewal of a contract with the Bureau of Adult Education, the equipment must be returned in order to be redistributed to another adult education center. Centers should take the necessary steps to reduce the risk of equipment loss and notify the Bureau if the equipment is longer available.

Scoring Process: Grants will be scored by at least two peer reviewers according to the criteria below. Scores will be averaged into one overall score. Funding will be dispersed for each application of sufficient quality, which may be determined by applications scoring above 70 total points. Awards will be dispersed based upon the order of the applications received until funds are depleted. Therefore, not all applications will be funded unless the total requests are less than or equal to the total amount of funding for this discretionary grant.

In the event that the applicant does not score a minimum of 70 total points, the Bureau has the option to provide technical assistance and request that the application be resubmitted.

Scoring Criteria: Adult Education – Technology 2022 New Hampshire Dept. of Education

Criteria	Points				
Application meets the requirements of the absolute priority, increasing student access to technology	24 points Application supports absolute priority completely	18 points Application supports absolute priority to a strong degree	12 points Application supports absolute priority to a moderate degree	6 points Application supports absolute priority to a minimal degree	0 points Application does not support absolute priority
Applicant has a identified how proposed funding will increase instructional hours, accelerate high school credential attainment and/or integrate digital literacy instruction	24 Points Explanation is clear and compelling with supporting detail; multiple strategies proposed in all three areas.	18 points Explanation is clear with some supporting detail; several strategies proposed in two or more areas.	12 point Explanation is included; lacks supporting detail; or only one area or strategy provided.	6 points Explanation does not support the grant activity; minimal strategies provided and may not connect to increasing student access to technology	0 points Applicant does not explain how funding will increase student access to technology.
Applicant demonstrates a need for technology	24 points Applicant provides solid data on current student access to technology that demonstrates need for more than 50% of students.	18 points Applicant provides solid data on current student access to technology that demonstrates a need for less than 50% of students.	12 points Applicant provides some data on current student access or only provides data on staff need.	6 points Applicant provides little to no data on current student access	0 points Applicant does not demonstrate a need for technology
Performance measures and outcomes align with the program activity	12 points Performance measures are clearly written, align with the program activity and outcomes; includes detailed evaluation schedule.	9 points Performance measures align with the program activity and outcomes; evaluation schedule is vague.	6 points Performance measures show some alignment with the program activity or outcomes; evaluation schedule is not included.	3 points Performance measures are included; however the measures do not align with the program activity or outcomes	0 points Performance measures and outcomes are not included or are very general.
Budget	16 points The budget is reasonable, necessary and complete; includes a quote for any proposed equipment	12 points The budget is complete; includes a quote for any proposed equipment	8 points The budget is included; is unreasonable for the activity or includes non-directly related costs; does not include a quote for proposed equipment.	4 points The budget is incomplete or inconsistent with activity	0 points The budget is not included, is not reasonable or necessary, and/or does not support the activity
Total points possible	100				

NH Adult Education

Adult Education Federal Funds – Technology Discretionary Grant Application

February 9, 2022

Email completed application to: AdultEd@doe.nh.gov Awards made on a rolling basis.

Center Name:				Date:	
Person Completing Application:				Email:	
Eligibility					
<input type="checkbox"/>	I confirm that this center is a Bureau-funded Adult Education program.				
<input type="checkbox"/>	I confirm that this center has an approved FY22 budget in the Grants Management System.				
<input type="checkbox"/>	ADP	<input type="checkbox"/>	AEL	<i>Please submit separate applications for each program type.</i>	
		<input type="checkbox"/>	IET		
		<input type="checkbox"/>	IELCE		
Absolute Priority					
1. Please provide a brief summary of your proposal to meet the absolute priority of increasing student access to technology.					
2. Please describe the strategies for using the proposed funding and how they will increase instructional hours, accelerate high school credential attainment and/or integrate digital literacy instruction.					
3. Please provide data on current student access to technology that demonstrates the need for technology including the number of students with access to technology and the number of students without access to technology.					
<i>Number of Students WITH access to technology</i>		<i>Number of Students WITHOUT access to technology</i>		<i>Percent of need (Divide # Without by Total number enrolled)</i>	
Additional comments:					

4. Please describe the performance target(s) that the proposed funding is designed to meet by June 30, 2022. Please include how the target(s) align(s) to the proposed activities including how and when the outcomes will be evaluated.

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Budget

5. Please include a detailed budget and budget narrative explaining any calculations using the following GMS Categories and line items as applicable.

Please attach a quote for any equipment purchases (i.e. computers, webcams, video equipment, hot spots). Computer purchases must meet the minimum standards listed below.

Category	Line Item	Amount	Narrative Description
Administrative	Salary		
	Benefits		
Support	Salary		
	Benefits		
Instructional	Salary		
	Benefits		
	Professional Technical Services		
	Property Services		
	Other Purchased Services		
	Supplies		
	Property		
	Other Objects		
	Other Uses of Funds		
Indirect Costs	Indirect Costs		Please insert approved rate here:
Total Amount Requested			