Digital Literacy Grant
Frequently Asked Questions

The Application Process

Q: How many proposals will be funded? Can proposals include budgets less than $100,000?

A: Two proposals with a maximum allowable budget of $100,000 each will be funded. If the final applications selected total to less than $200,000, then there is the possibility that more applicants will receive funding.

Q: How long is the period of performance?

A: The period of performance is 18 months, with grants scheduled to be awarded on March 30th.

Q: Are these Federal or state funds?

A: This grant is provided through Federal funding.

Q: What is a DUNS number?

A: A DUNS number is a unique, nine-digit identifier for businesses that is used to establish a business credit file Before you can bid on Federally-funded projects, you must have a DUNS number. More information can be found here and you can obtain a DUNS number here.

Q: What information is needed in the summary of other Federally-funded grants?

A: The summaries should include information on past programmatic and fiscal performance, with enough detail to give us a clear picture of your experience working with other Federal grants.

Q: Can programs currently receiving funds through the State Workforce Development Board (SWDB) apply for this grant?

A: Yes, programs currently receiving funding through the SWDB may apply for the grant.

Q: Is there an application form?

A: No, there is no official application form. Those wishing to apply for funding should provide a document with the answers to everything requested in the solicitation.

Q: Is there a page limit for the application?

A: No, there is not a page limit for the application. When scoring responses, points will not be given for length of proposal.

Please note: we are unable to accept documents greater than 10MB. You should compress your application into a ZIP file if the file size is larger than 10MB.

Q: Are there other formatting requirements for the application?

A: Yes. We ask that all application include page numbers and are double-spaced.

Q: Should partnerships be established prior to applying for the grant?

A: Yes, partnerships should be established prior to application and documented with letters of support from the partners.

Q: Can we recreate the Digital Competencies Worksheet?

A: Yes, you are welcome to recreate the Digital Literacy Competencies Worksheet, provided that all information requested in the template provided by DEW is included in your version.

Q: Can we us our own budget template/recreate the budget template that has been provided?

A: No, we request that all applicants use our budget template in their application.

Q: Should programs cover a specific geographical area?

A: Programs funded through the grant are limited to organizations who serve participants in South Carolina.

Budget and Costs

Q: Can the funding be allocated to participant outreach?

A: Yes, program funds may generally be allocated to costs for participant outreach; however, the Uniform Guidance outlines which outreach costs are allowable. We recommend that programs wishing to budget for marketing refer to 2 CFR 200.421, *Advertising and public relations*, and thoroughly detail how and what the costs will be used for in the budget narrative protion of the application.

Q: Will incentives for participants be allowed?

A: In order for incentives to be allowable, participants must be co-enrolled in a Workforce Innovation and Opportunity Act (WIOA) Youth program and meet all requirements for the use of incentives as outlined in the regulations. Information on the use of incentives may be found in the WIOA regulations, 20 CFR 681.640.

Q: If awarded, are grant funds disbursed on a reimbursement basis?

A: Grant funds are awarded through a monthly drawdown system. The requirements and structure of this system will be reviewed during the Grantee Orientation, after funding has been awarded.

Q: What is considered a grant administration cost?

A: Grant administration includes all costs associated with performing overall general administrative functions, such as costs for financial, property and personnel management, costs for oversight and monitoring responsibilities, the cost of goods and services associated with administrative functions, travel costs associated with carrying out administrative functions, and costs associated with data entry.

Q: Are program administrator salaries and fringe considered an administrative cost? Are instructor salaries and fringe also considered administrative costs?

A: Yes, the salaries of staff conducting grant administration activities are considered an administrative cost. Instructor salaries and fringe are not considered administrator costs, so long as those roles are dedicated to providing instruction to participants.

Q: Are there any limitations on the purchase of hardware or equipment?

A: This grant is issued through Federal funding made available by the Department of Labor. This funding must be used in accordance with all Federal statutes, regulations, and the terms and conditions of this grant, including the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance", 2 CFR 200).

In compliance with the Uniform Guidance, 2 CFR 200.33, "equipment" is defined as any tangible personal property having a useful life of more than one year and a cost equal to or exceeding the organization's capitalization rate/level or $5,000 per item, whichever is lowest. Expenditures for "equipment" are unallowable unless they are made with prior written approval from the South Carolina Department of Employment and Workforce.

The Uniform Guidance considers "information technology systems," which include software, to be "equipment." Therefore, software purchases falling within the definition of "equipment" above will require prior written approval from DEW. Similarly, the purchase of computers or laptops meeting the definition of "equipment" above will require prior written approval from DEW.

The following are examples illustrating when prior written approval is needed:

Example 1: The ABC Organization wishes to use grant funding to buy three laptop computers that cost $1,000 each. The ABC Organization has a capitalization rate/level of $5,000. Do they need prior written approval from DEW?

A: No. The laptop has a per item cost of $1,000, which is lower than both ABC Organization's capitalization level of $5,000 and the limit of $5,000 established by the Uniform Guidance.

Example 2: The ABC Organization wishes to use grant funding to buy a software license. The software license costs $4,000. The ABC Organization has a capitalization rate/level of $2,000. Do they need prior approval from DEW?

Answer: Yes, because the license has a per item cost of $4,000, greater than the ABC Organization's capitalization level of $2,000.

- **Why are we using $2,000, and not the $5,000 limit established by the Uniform Guidance?**

- Because the Uniform Guidance instructs us to use the lowest amount. Here, the organization's capitalization level is $2,000, lower than the $5,000 established in the Uniform Guidance.

Instructional Model and Curriculum

Q: What are priority populations?

A: WIOA provides a full definition of individuals with barriers to employment, which can be accessed here. From this list, the SWDB further narrowed down the list of characteristics to determine South Carolina's priority populations. They are:

1. Individuals with Disability
2. Veterans
3. Youth with Barriers
4. Long Term Unemployed
5. Ex-Offenders
6. Homeless Individuals

Q: Who may be considered a Youth with Barriers?

A: Youth with Barriers include individuals, 16-24, who are: low-income, basic skills deficient or English language learner, secondary school drop-outs, offenders, homeless, in foster care or aged out of foster care, pregnant or parenting, and disabled.

Q: Are there any age restrictions for participants?

A: Yes. Individuals must be 16 years of age or older.

Q: Can we serve offenders who will be released within a year of the beginning of their training?

A: Yes, you may serve offenders in a re-entry style program.

Q: What are the digital literacy competencies?

A: We are not providing outlined digital literacy competencies. The expectation is that, using the provided WIOA definition of digital literacy, applicants will create their own set of competencies that will assist participants in achieving digital literacy.

Q: Does this system need to work like SC Job Ready U?

A: No, this system does not need to work just like SC Job Ready U. However, it is encouraged that applicants integrate the SC Job Ready U modules into their instructional models.

Q: How many hours of content are you expecting for applicant instructional models?

A: There is no limit or requirement for hours of content with this grant. However, it is expected that each instructional model allots a reasonable amount of time per competency.

Q: Does it need to support both a synchronous and asynchronous model of learning?

A: The structure of the learning is at the discretion of the applicant, so long as it is appropriate given the content and goals of the project's design.