

Keystone Telepresence Education Grant Program

2023-24 Program Guidelines for Homebound Students

January 2024



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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Harrisburg, PA 17120
www.education.pa.gov



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Voice Telephone: (717) 783-5446

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Pennsylvania Department of Education
School Services Unit Director
607 South Drive Harrisburg, PA 17120
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

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Pennsylvania Department of Education
Bureau of Special Education
607 South Drive, 5th Floor, Harrisburg, PA 17120
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Keystone Telepresence Education Grant Program

I. Program Guidelines

Purpose:

A Keystone Telepresence Education Grant Program is established for the purpose of awarding grants to intermediate units for the purchase of telepresence equipment and related support services for students who receive their education in the home setting for extended periods of time due to a serious medical condition. Medical conditions include injuries from an accident, recovery from a medical procedure, serious illness, or chronic illness. Telepresence equipment enables these students to participate in daily educational activities with the students' classmates and teachers, in real time, and from a remote location. The technology shall include audio and video capabilities that enable the student to communicate with classmates and teachers.

Terms and Conditions:

1. An intermediate unit that purchases telepresence equipment with a grant may not charge a public school or nonpublic school within the intermediate unit for the use of the telepresence equipment or related services when the equipment is used to support the educational needs of students.
2. All awardees must submit invoices to PDE to receive reimbursement for grant related activities.
3. A grant may be used, in part, to secure technical support, mechanical support and training support related to the use of the telepresence equipment.
4. All activities and expenditures of funds conducted in association with the grant project must be in direct compliance with the provisions of the funding authorities.
5. The intermediate unit must develop a policy and procedures for the use of the telepresence equipment and related support services. The policy must include guidelines for the process by which public schools, nonpublic schools, or other educational entities within the intermediate unit may request the use of telepresence equipment through an intermediate unit. A public school, nonpublic school, or other educational entity within an intermediate unit may request that the intermediate unit modify its policy for the use of telepresence equipment and related support services to meet the needs of students who receive their education in the home setting for extended periods of time due to a serious medical condition.
6. The intermediate unit must collect and submit data on the use of telepresence equipment that will be reviewed by the Bureau of Special Education. The data collected shall include, but not limited to, the number of LEAs and students served, hours of instruction provided, summary of IU collected data, and summary of program accomplishments.

7. The intermediate unit must obtain and incorporate feedback on the use of telepresence equipment from LEAs, students, and families.
8. The intermediate unit must provide education and technical assistance to students, families, and staff utilizing the telepresence equipment.
9. Budget revision - A budget revision is a change to the program budget that does not increase or decrease the grant (budget) amount within the terms of the Grant Agreement. The purpose of a budget revision is to transfer funds from cost functions or object codes to other cost functions or object codes.

A project budget revision is required when:

- There is a variance in any major category of expenditure that differs from the original amount, as specified in the initial submission of the grant, or
- A transfer of funds is to be made to a previously unbudgeted category.
- The original budget, as demonstrated in Appendix B, is struck in its entirety, and replaced with a Budget Revision.
- Except as explicitly provided in writing, the other provisions of the Agreement shall remain in full force and effect, notwithstanding the Budget Revision.

List of Approved Manufacturers:

Mobile

1. Double Robotics

Contact Info – Phone: (650) 713-2857 Email: sales@doublerobotics.com

Support Info - <http://support.doublerobotics.com/customer/portal/emails/new>

Website - <https://www.doublerobotics.com/>

2. Ohmni Labs

Contact Info - <https://ohmnilabs.com/contact-us/>

Support Info - <https://ohmnilabs.zendesk.com/hc/en-us>

Website - <https://ohmnilabs.com/>

3. Padbot

Contact Info - <https://www.padbot.com/about>

Support Info – contact@padbot.com

Website - <https://www.padbot.com/>

Stationary

1. Kubi Connect

Contact Info – Phone: 1(800) 767-9543 Email: kubi@xandex.com

Support Info - <https://www.kubiconnect.com/support-faq.html>

Website - <https://www.kubiconnect.com/>

2. OWL Labs

Contact Info – Phone: 1(800) 270-2699 Email: sales@owllabs.com

Support Info - <https://www.owllabs.com/en/contact-support>

Website – <https://www.owllabs.com>

3. Swivl

Contact Info – Phone: 1(888) 837-6209 Email: www.swivl.com/contact-sales/
Support Info - <https://swivl.zendesk.com/hc/en-us>
Website – <https://www.swivl.com>

II. Final Expenditure Reports

All awardees are required to submit a final expenditure report within 60 days following the last day of the project year. The report should be concisely written and include detailed information about the equipment purchased and services provided.

Send one copy of the final expenditure report to:

Holly Fan, zfan@pa.gov
Division of Analysis and Financial Reporting
Bureau of Special Education
Pennsylvania Department of Education
607 South Drive, 5th Floor – East Wing
Harrisburg, PA 17120

III. Additional Requirements

Equipment having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000 per unit may not be purchased without prior PDE approval.

Questions about the program guidelines or other program requirements should be directed to:

Holly Fan, zfan@pa.gov
Division of Analysis and Financial Reporting
Bureau of Special Education
Pennsylvania Department of Education
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Harrisburg, PA 17120