



2010-2011 GRANT CYCLE TECHNICAL ASSISTANCE SESSION APRIL 13, 2010

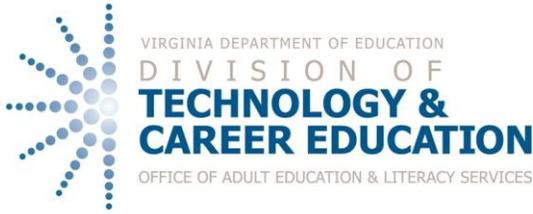
2010-2011 ABE and C&I

- Q. As a regional program submitting an MOU—if the MOU has to go through the school board and get school board approval, and it is not ready before the application deadline, can I submit the MOU after I submit the application saying “pending.”
- A. Try to plan ahead to avoid that situation, but if you find that you need to submit the application and haven’t received the MOU, send in the application by the deadline with an unsigned copy of the pending MOU. You can submit the signed copy of the MOU as soon as you get it.
- Q. The MOU may be late, as well, because we include the match in that and cannot get that amount until they get the application to figure the match.
- A. Again, make sure your application is timely and include a copy of the MOU with the match figure if you can get it. Provide a signed copy when you get it, and keep us informed.
- Q. Can we have transition counselors at the ABE level?
- A. Be very careful about how you define the position. ABE funds are to be used to provide instruction to learners testing at or below the 12.9 grade level. The instruction must focus on the improvement of basic skills and can include preparing learners for postsecondary education. You may provide services to support the learners’ attainment of goals (employment, postsecondary transitioning, etc.) as long as it’s within the context of basic skills instruction. For example, you can help an adult learner fill out a FAFSA to meet reading, writing, or math objectives, e.g., teaching someone to fill out forms, but you may not pay a career counselor to come to your program and administer a career assessment if it’s not related to ABE instruction.
- Q. You want us to use 2005 data if we can, but our allocations are based on the 2000 census. This doesn’t seem fair because the federal allocation is based on a number that is not necessarily applicable.
- A. Many changes have occurred in our communities since the last census. The purpose of using more current data is to help you define the need in your area and plan a program that meets that need. You will write a stronger application by demonstrating an understanding of the current need in your community.
- Q. This presentation indicates that we submit four complete sets of the grant, but the RFP indicates only three complete sets.
- A. We are requesting four complete sets. We will post a clarification on the program managers’ listserv.
- Q. Is there a limit to what we can budget to pay someone to help us develop and write our grants?
- A. It is an administrative cost (or match) which is subject to the five percent cap. If you do it this year, you will need a budget amendment for the 2009-2010 grant, if you have unspent administrative dollars budgeted. You cannot move money from instruction to administrative. If we are reauthorized, next year’s grants will be very different, so you may want to include the expense in this year’s grant.



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- Q: Rather than write it into this grant, can we just write an amendment next year?
- A: Yes, but it must come from administrative costs. You cannot move money from instruction to administration during the fiscal year, so make sure you have enough money budgeted in administrative costs to cover your regular expenses and the cost of a grant writer.
- Q: Can we include monies for transition services (to postsecondary education)? If so, is there a limit for these services?
- A: There is not a separate section for transition services. WIA funds us to *prepare* people for postsecondary education, not provide postsecondary education. Helping learners transition to postsecondary education should be integrated in the ABE curriculum, so no separate object codes exist. You should identify the need for such services in your grant and provide a program plan that addresses those needs. Your budget should reflect appropriate funding to carry out that plan.
- Q: Can any consideration be given to the due dates for each grant? Thus far, the due date for GAE, ABE, ISAEP is May 10, 2010 and Race to GED and the Expanded GED grants are due May 19, 2010. In some cases there is only one person writing these grants.
- A: Consideration is given to the announcement of grants and to their due dates. Once we learn the amount of funding that is available for the grant year, we make the RFPs available as soon as possible. We also try to set due dates that will allow applicants sufficient time to respond and still give us opportunity to process them and provide timely awards. You can prepare for the grant cycle by starting early and writing in teams. You can also pay someone to help you write your grants.
- Q: Is the use of statistics from *American Factfinder*, (a resource from the U.S. Census Bureau that estimates data from 2000, making the data more recent) acceptable?
- A: The American Community Survey is a part of the *American Factfinder* site and offers data sets for 2005 and after, so it is acceptable. Additional current resources are available at the Virginia Adult Learning Resource Center's Web site under the *Facts and Statistics* content area (<http://valrc.org/content/factsandstats/index.html>).



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2010-2011 GAE

- Q. If GAE funds are used for the External Diploma Program (EDP), and that program isn't involved in instruction—they can't be included in the NRS system?
- A. If instruction is provided federally for EDP, then count it through the NRS. If it is funded through GAE, then report it in the GAE Diploma Programs Report. Call Mike with questions.
- Q. The GAE diploma report will be posted in August—will you send us an email letting us know that?
- A. Once it goes online, I will tell you that it is available and remind everyone when it needs to be completed.
- Q. Grant period for GAE: why is the grant period from July 1-May 31 if you have to request actual expenses through June 1?
- A. All reimbursement requests are due June 1 in order to give DOE time to process all of the end-of-year payment requests. You may not request expenses beyond the end date of your grant time period. For GAE, that date is May 31st. The final request is due June 1st.



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2010-2011 Race to GED

- Q. Page six of the grant application, in the first paragraph, it says that Race to GED funds may not be used for activities conducted in correctional facilities.
- A. That has always been the case, but this is the first year that we have made it explicit in the grant. C&I funds cannot be used to support testing, but they can be used for instruction—instruction in jails can come from C&I and the testing itself should come from jail funds.
- Q. When writing the grant, can we assume that the distance learning policy will be in place?
- A. Our intent is that you will be able to report distance learning by July 1. Keep in mind that there will be some limitations on what you can use. Three models for reporting distance learning hours will be explained in the new policy. There will be webinars and possibly a conference call for further explanation. The policy will apply to all distance instructional hours (not just Race).
- Q. Is there an ESOL program on eLearn?
- A. Not currently; however, while there is no timeline at this point, it is under discussion.
- Q. Do we need to do a reimbursement April 15?
- A. It is a good idea so that Debbie Bergtholdt can get a sense of how much money will be left over.
- Q: Again, the question arises – since a goal is prep for postsecondary, what guidelines should we use in planning in this area?
- A: Transition services can be provided as long as the person is operating in an ABE or an ASE level but should be integrated into your program for RACE to GED. Write it into your class curriculum.
- Q: This is a different pot of money (lottery funds). Does it provide more leeway?
- A: The funds can only be awarded to school divisions. The Race to GED activities and priorities remain the same; the pot of money doesn't change that.



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2010-2011 Expanded GED

- Q. I understand that these monies are meant to *expand* activities, however, if you have a testing center that is in jeopardy of shutting down, can you use this grant to keep the center open?
- A. Yes, you can use the monies to keep a facility from shutting down.
- Q. Can these funds be used by an examiner to test at a jail?
- A. No, jail salaries cannot come out of either of these two grants (Race and Expanded).
- Q. When OAEL is considering the allocation of these funds, will you be favoring sustaining existing testing sites or the development of new testing sites?
- A. The grant supports both.
- Q. As our program reviews the history of those who have tested and not succeeded, we are finding that individual testing is helping students to pass. Can we use these monies for that?
- A. You cannot really test individually unless you have an accommodation. We are scrutinized, and we have to be sure we are being fair to all students.
- Q: Is use of Expanded for special accommodation testing a good idea?
- A: You are not expanding when you are using examiner's time when testing one person. Find a different place to get those salaries from. We must increase the number of credentials we produce in Virginia. You can use a small portion, but it is not intended for this type of test.



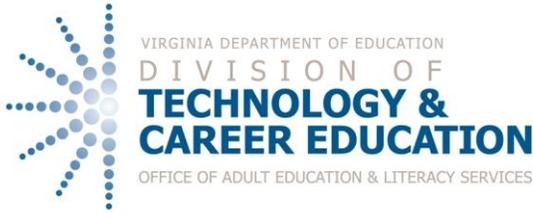
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2010-2011 EL/Civics

- Q. Volunteer hours can be counted towards local match—what is the hourly rate?
A. It is approximately \$19/hr right now but the rate fluctuates. You can link to the current rate on Facts and Statistics. Vicky Sanborn will send the information (and the link) out on VAELN.
- Q. We have an EL Civics program that we were thinking about expanding to another location—would that be a new program or an extension.
A. Sounds like an extension—same curriculum, etc. If there is a need in the area that this new location would address, be sure to mention this in your grant application. Addressing an area of significant unmet demand is a grant priority.
- Q. If programs want to include field trips, where do they address that in the budget?
A. This would probably best fit under Object Code 5000 (Other Services). You can enter the item as “Field trip” or something similar. Be sure that the expense is thoroughly explained in the proposal.
- Q. 18-month budget cycle question.
A. Not sure what the question is here. Although you will not get the grant award July 1, it will cover all EL/Civics-related expenses retroactive to July 1. The expectation is that the grant should be spent over a 12-month period, although programs have 18 months to spend down their funds. If you have further questions about this, please contact Tom or Cyndi at 804-225-2053.
- Q. Is transition to college or training valued similarly to ABE transition? Do programs not currently in NRS submit data? What format?
A. Since EL/Civics deal with LEP learners, we don’t expect to see many students making the transition from ESOL to postsecondary, especially on a program-wide basis. If you have a program that has had success with transition to postsecondary, by all means include it in your application. It wouldn’t be valued any less; it’s simply a situation we don’t often see or hear about.

If you are a program that has NRS data, no need to include it. I will download your Table 4 data and distribute copies to our reviewers. If you don’t have NRS data, you will need data that can adequately show past effectiveness in providing literacy services to adults. If you don’t have such data, you may want to withhold submitting a proposal, implement a data tracking system, and apply at a later time. One of the requirements for receiving an EL/Civics grant is that the applicant must have a robust management information system.

- Q. Please, clarify what you mean by Outreach.
A. Outreach refers to efforts to recruit students. This could be done through formal advertising outlets such as radio or tv stations, newspapers, magazines, billboards, etc. Outreach could also refer to printing up fliers and handing them out at civic meetings or hiring someone to go into the community to make presentations.



VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF
**TECHNOLOGY &
CAREER EDUCATION**
OFFICE OF ADULT EDUCATION & LITERACY SERVICES

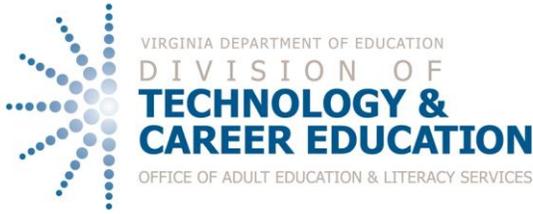
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- Q: What are the requirements for applying for the \$150,000? Is there a minimum student requirement or does it just need to be justified in the budget/project design?
- A: There is no formal requirement; the request should be reasonable and reflect your needs. Evaluators will look closely at the requested amount, so be sure that you are able to justify the amount being requested.
- Q: Please clarify what is to happen from July 1, 2011 until December 31, 2011. Do we address this time period in our proposal?
- A: Although programs are given an 18-month period to spend down their funds, the awards are based on funding over a 12-month period. However, you should plan and spend your funds to suit your needs and purposes. If you are proposing activities over an 18-month period, then you should describe them taking place over 18 months.

There is also the issue of report cards. Unless I hear otherwise, I will continue to evaluate spending and student enrollment by fiscal year, that is over a 12-month period.

If you are concerned about taking a hit on the report card, one solution might be to spend the grant amount during the first 12 months and the match amount during the remaining 6.

In general, plan your activities and spend your funds in a manner that is most suited to your needs.



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2010-2011 CBLO

- Q. If a CBLO submitted an application last year and did not receive funding, is there a way they can find out, in detail, what was wrong with last year's proposal?
- A. We look at the evaluators' comments and give them to you over the phone. If you would like something written, the director can send a summary of the evaluators' comments.
- Q. Can you give an example of a family literacy program that was funded last year?
- A. I don't recall whether a family literacy program was funded last year. If you contact me after the meeting, I will check and get back to you.
- Q. What is a reasonable amount to set aside for assistance with grant writing?
- A. Most grant writers are paid by the hour; \$50-\$100 is average.