



## **Adult Education Competitive Grant Application Process**

### **Question and Answers Set 5 (Questions 85 – 95)**

**February 23, 2017**

The questions and answers pertaining to the Workforce Innovation and Opportunity Act (WIOA) competitive grant funding have been compiled; combining duplicate questions received, and grouped in sets by date. Q & As will be numbered sequentially. Additional sets of questions will be posted once a week, or more often, if needed.

**NOTE: A clarification has been made to Page 19 of the *Adult Education 2017 – 2018 Competitive Grant Application Package*. The calculation to determine local match is 15 percent of the federal funds requested which is now reflected in the example. Grant recipients will be notified by VDOE and provided directions for updating budgets based on final allocation.**

#### **ADULT EDUCATION AND FAMILY LITERACY ACT (AEFLA)**

**85. Q. Are we allowed to use AEFLA or IELCE funds to cover the costs of the Career Readiness Certification or other industry-recognized credentials?**

85. A. You can use AEFLA or IELCE funds to pay for instructors and materials for the training portion if it is an Integrated Education and Training (IET) and part of a career pathway. These federal funds cannot be used for credentialing tests (GED and industry credentials). Developing partnerships that support the cost of credentialing tests will be beneficial to the adult education students.

**86. Q. For further clarification, for Section 1.2, will there be a total of 9 goals, 3 for each year with accompanying objectives and methods of evaluation, necessary for the three years?**

86. A. There will be a total of nine goals; however, they do not have to be three different goals for each year. If you have major goal(s) that the program will work towards in the next three years, they may be continued over the life of the grant, with specific objectives for each year.

#### **BUDGET**

**87. Q Can One-Stop and/or Professional Development costs be included in the Administrative costs of the State Lead Agency budget? If so, would the 5% also be calculated using the specific allocation for the State Lead Agency budget?**

87. A. Administrative costs, including professional development, may be supported with State Leadership Coordinating Agency (SLCA) funds. However, One-Stop infrastructure costs may be budgeted within the five percent administrative allowance of the federal allocation due to National Reporting System reporting requirements.

**88. Q Regarding local match, there is a statement in the RFP on Page 20 related to calculation of in-kind “rent” for match that says “Documentation of an appraisal of fair market rental rate for the area is required.” I have spoken to the VP of our operations here and he asks: “I wonder if when they use the term ‘appraisal’ they mean an official appraisal from an official appraiser? If so this could cost thousands of dollars to have done.” Is there another way to calculate this, without hiring an appraiser? Any guidance you could provide would be appreciated. I want to accurately show the great amount of support our lead agent provides to our organization, but I certainly don’t want them to incur further expense in order to prove that.**

88. A. The appraisal does not have to be a formal appraisal. Contact your local real estate assessor’s office for current square footage valuations or local educational entity on how much is charged to rent the space being used.

**89. Q The C&I budget is deducted from the AEFLA budget. However, as the C&I worksheets have been separated, the funds are no longer automatically deducted from the AEFLA worksheets.**

- a. **Do we redundantly fill in the C&I expenditures in the AEFLA workbook so they will be accounted for/ deducted from the AEFLA total?**
- b. **If we do not do this, there will be unspent funds on the AEFLA worksheet.**
- c. **Do these C&I items count toward our total direct instruction requirement? (50%)**

89. A. Refer to Question 41 in Set 2 of Questions and Answers.

### **INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION (IELCE)**

**90. Q. In section 3.4.3, the fifth bullet point requires learning objectives. Are these for the entire program, or a sample from a typical class session in order to show that all three areas of IET are being integrated?**

90. A. In 3.4.3, the applicant is asked to “describe how the IELCE **program** will be delivered in combination with Integrated Education and Training (IET). In doing so, the applicant will, among other things, provide a single set of learning objectives for the entire IET program for each occupation or career cluster, and describe how the objectives and program activities will be coordinated and implemented to reflect the relevancy of the program.

## ONE-STOP CENTERS

**91. Q. Astar is pleased to inform that we are contesting for the FY2018 Virginia Adult Education Competitive Grant. We are a local 501(c)(3) non-profit organization providing language and vocational training to economically disadvantaged community members as well as new immigrants. I have a question regarding the One- Stop Delivery System. Do we need to set up Astar Education Institute as the one stop delivery system and have an MOU with the Local Workforce Development Board or do we need an MOU with the local one stop delivery station, My Skills Source, Manassas? I was confused as we already are in partnership with them.**

91. A. My Skills Source is the region's Local Workforce Development Board. Your MOU with them should be sufficient.

## OTHER (MISCELLANEOUS)

**92. Q. How many paper copies of each grant need to be sent?**

92. A. One original and five copies of the grant application must be submitted in order to be considered for funding (see Page 7 of the *Adult Education 2017 – 2018 Competitive Grant Application Package*).

**93. Q. Each grant application has its own cover sheet. However, applicants are given the option to “check all that apply” on a single application. If an eligible provider plans to submit three applications, should the cover sheet for each application indicate that all three grants are being submitted? Or, should one single cover sheet be submitted?**

93. A. Each grant application should have a cover page (refer to Page 25 of the *Adult Education 2017 – 2018 Competitive Grant Application Package*). The cover page should be marked according to the appropriate grant application being submitted. The cover page template is found on Pages 68, 86, and 103.

**94. Q. Within the template, an AEFLA Appendices blank page is included without a gray text box. Should the following page provide a table of contents for the appendices, or just the appendices themselves?**

94. A. Page 76 is the AEFLA Appendices title page. There is no table of contents for the appendices.

**95. Q. If the regional adult basic education provider is planning to become part of an institute of higher education, and the institute of higher education will serve as the state lead coordinating agency, do you define the eligible provider as an institute of higher education or other? Services will still be provided by the adult education provider (same staff and location as before) and enhanced by the institute of higher education.**

95. A. The eligible provider is the entity awarded the AEFLA grant award. In this example, the institute of higher education would be the eligible provider and the lead fiscal agency for the adult education region.