

January 24, 2020 - AEL IFB/GRANT QUESTIONS AND ANSWERS (1 – 38)

Q1: On page 19, 3.1.1 E, the instructions of four and five copies don't seem to agree. It reads, "All **four** copies must be submitted as paper copies, and all **four** copies MUST be contained within the same envelope/box, but we were instructed to include four (4) copies **in addition** to the original.

A: Page 19 3.1.1.E, second sentence, should read: "All five copies must be submitted as paper copies, and all five copies MUST be contained with the same envelope/box."

Q2: Since Attachment A comes before the actual proposal after the signature page, should the Director's Resume be Attachment B? Or is it **our** Attachment A?

A: The Director's Resume is the applicant's first attachment, so it is suggested that you mark it as Attachment A.

Q3: Will the TABE CLAS-E computer-based tests for reading, writing, speaking, and listening be paid for by the state as are the TABE 11/12, or should we include them as expenses in the grant?

A: It is the intent of the state office to purchase the **on-line** TABE CLAS-E assessment. Paper based assessments must be purchased by the local program.

Q4 I wondered if our cost per student will be affected by the Missouri Job Center MOU infrastructure agreement?

A: Yes, Job Center infrastructure costs will be included in cost per student.

Q5: Which/how many signature pages should be submitted?

A: One signature page is required. Sign and submit the signature page that is with the last amendment.

Q6: Should Attachment A be put on top of the Grant packet?

A: It is suggested to put the signature page first and then Attachment A next.

Q7: Can Attachments A & F be put into Excel spreadsheets?

A: Both charts will be put on the AEL website as Excel spreadsheets

Q8: If an applicant does not meet the requirements for Demonstrated Effectiveness will they be notified?

A: Yes

Q9: Was page 18 left intentionally blank?

A: Yes.

Q10: Page 21, Do you want counties or school districts when describing geographic area?

A: The grant specifications ask for counties and class locations (cities)

Q11: Is it possible to get WIOA local program past performance data from the DESE office?

A: Yes. Any applicant may request performance data from the agency to whom they report.

Q12: What if you are a new program and don't have the data?

A: It is required by law that you are an organization of Demonstrated Effectiveness (Page 4) meaning that you have provided instruction in Reading, Writing, Math, and/or English language acquisition, and can show effectiveness.

Q13: Do you want actual numbers in the past performance chart?

A: Yes

Q14: Table F, #1, page 54, does this mean 12 hour students for DESE funded AEL programs?

A: Yes

Q15: Are DOC students in the denominator?

A: Each applicant must define who is included in the denominator and the numerator as part of writing to 3.3.2.1

Q16: On page 22, #2 - Could there be several different sources of funds?

A: Yes, that is possible. For example, you could receive funding from DESE, your host agency and a Dollar General grant.

Q17: Could you give us an example of the "flow of funds"?

A: Example: The originating source of AEFLA funds is the US Department of Education which flows to the State of Missouri which flows to the Local Program A to the instructor. Another example: WIOA Title I funds come from the US Department of Labor to the State of Missouri/Division of Workforce Development to the Workforce Development Board to the local AEL program
Also, we are only wanting the source and flow of funds for instructional staff.

Q18: What is the source of funds if we get funding from SLCC Foundation?

A: The SLCC Foundation would be the originating source.

Q19: Do you want the source and flow of funds for IET Tuition and Admin?

A: We are asking for this information as it pertains to instructional Staff. We are asking for the flow of funds to the staff who provide the instructional services to the students identified in #1 of the past performance chart.

Q20: Page 22, 3.3.2.2 – If you have a teacher employed at the beginning of 2019 but not at the end, do you count that person?

A: Indicate the number of instructional staff employed at the end of 2019

Q21: Page 22, 3.3.2.3&4 – For which year(s) are we supposed to provide this information?

A: 2019

Q22: Page 22, 3.3.3.7. What is meant by goal attainment?

A: Page 22, #7 should read, “What follow up will occur for served students who stop attending before attainment of Measurable Skill Gains.”

Q23: Page 22, 3.3.3.1. Do we need to write to goal setting since that is no longer a requirement?

A: Page 22, #1 should read, “The intake process (including enrollment, orientation, and assessment processes)

Q24: Page 23 #5 – What is meant by “ensure”?

A: Page 23 #5 should read, “Describe how the program will *assist* in student attainment of employment and/or post-secondary enrollment.”

Q25: Page 23 – Is there a section of the proposal that is sent to the Workforce Development Board?

A: Yes, page 23, 6.a)i., ii, and 6.c)

DESE will submit these sections to the local boards for their review and comment.

Q26: Page 24, “k)”, is this new?

A: Yes. This is one of the 13 considerations from the law and is required to be included.

Q27: Can we include charts in the budget narrative?

A: Yes

Q28: What defines capital outlay?

A: \$1,000 per unit and having a useful life of a year or more.

Q29: Is the 3rd paragraph on page 48 talking about the definition of capital outlay or inventory management?

A: Easily pilfered items are to be included in inventory management; they are not included in the definition of capital outlay.

Q30: Page 26, is the IEL/CE grant a separate request?

A: Yes, the intent is to award 3 IEL/CE grants

Q31: Is teacher planning time considered administrative costs?

A: No, that is considered instructional costs. Page 45, 3rd paragraph under “Category I...” should read, “WIOA Sec. 233 defines administrative costs as [program] planning, administration (including carrying out the requirement of WIOA Sec. 116), [costs to conduct] professional development and the activities described in paragraph (3) and (5) of WIOA Sec. 232.

Q32: When will the last amendment be made?

A: The plan is to do one amendment and have it out by the end of February. In the meantime, we will have Q&As on the website to cover all clarifications/changes.

Q33: When will we be informed as to whether or not we have been awarded a grant?

A: The intent is to make notifications by early to mid-May.

Q34: How do we account for teacher raises when writing the proposal?

A: The applicant is to determine how best to create their budget taking into account all the factors involved.

Q35: If a program uses the online CLAS E assessment, will the state purchase the online version of CLAS E or must local programs purchase it?

A: The plan is that TABE on-line assessments will continue to be purchased by the state including TABE CLAS E.

Q36: Page 36, first #3 – “Students should be referred to Job Centers...” Is this current language?

A: Page 35, first #3 – No, this should read, “Adult Education should not use AEFLA funds to pay tuition for occupational training. Exceptions to this may be granted by the state AEL office.”

Q37: Page 48, 5th paragraph, first sentence – Is this accurate?

A: Page 48, 5th paragraph, first sentence – Should read, “If equipment purchased with AEL funds becomes unusable or no longer needed, the local entity may dispose of this equipment in accord with local policies/procedures.”

Q38: Is the data that is required for Tables A and Table F the same?

A: No, Table A and Table F are not exactly the same