

## March 14, 2020 - AEL IFB/GRANT QUESTIONS AND ANSWERS (50-63)

**Q50:** The “Past Performance Data Chart” is labeled as Attachment F. It would actually be Attachment C in my document? Do I refer to it as Attachment F or C in my grant application?

**A:** There is no requirement on that, so I would do what makes the most sense to you.

**Q51:** Should in kind services be described in the section of the budget narrative to which they apply or only under local resources? For example, should the director's salary (that is paid by the LEA) be described under Category 1 and 2 Salaries or should it be listed under local resources?

**A:** Local Resources should be described in the applicable section. For example, if your LEA pays for the salary of the director, that should be described under “local resources” in Category 1 or 2 or both (whichever is applicable) under the line item of “6100 Salaries”. “In kind services” and “local resources” are considered the same thing.

**Q52:** Is there a way we can get a list of students for the follow-up data who are included in the data so we can check to make sure there is no additional ones we could include in Attachment A?

**A:** DESE does not have individual student data for follow-up outcomes.

**Q53:** Is it acceptable to use our district rental rate of \$50 per day to figure the value of in-kind room space?

**A:** Yes

**Q54:** In the Grant specifications it says that we should not ask for funds to pay for tuition and fees for students attending IET and IELCE classes. Am I allowed to ask for funds for tuition/ fees?

**A:** The Grant specifications have been modified to say, “Adult Education should not use AEFLA funds to pay tuition for occupational training. Exceptions to this may be granted by the state AEL office.” Therefore, grant funds may be used for “fees”. If a local program is wanting to use grant funds to pay tuition to a post-secondary institution, a request must sent to the DESE AEL office.

**Q55:** I plan to deliver my AEL grant proposal personally in March to DESE. Appreciate your input on 2 questions:

1. is the physical address 205 Jefferson Street? Office or suite #? Should I deliver to any particular individual?
2. May proposals be delivered at any time prior to March 20?

**A:** Yes, the physical address is 205 Jefferson Street. AEL is on the 6<sup>th</sup> floor, South end. Deliver the proposals to any of the AEL staff available. The proposals may be delivered any time prior to March 20 up to 4 p.m. March 20.

**Q56:** What are the federal targets for items 3-8 on attachment F of the RFP?

**A:** We have no federal targets for the follow up measures (3-8) at this time. Spring of 2020 is the first year we will be negotiating with OCTAE for the WIOA follow up measures

**Q57:** Do I lose points if I write for tuition in the IELCE grant?

**A:** Possibly, depending on how much it increases your cost per student.

**Q58:** Referencing the sample budget narrative, the sample lists graduation as a local resource. The DESE note says that it can't be counted as an in kind service because graduation costs are not allowable costs. How is this different than listing classroom space as an in kind service, when rent isn't an allowable cost?

**A:** Rent is an allowable as far as WIOA Title II is concerned; however, because funds are limited Missouri does not allow rent to be charged to the AEL grant. Therefore, it is allowable to report it as "in kind". Graduation costs are not allowable as far as WIOA Title II is concerned; therefore, cannot be reported as "in kind".

**Q59:** I am writing for a few laptops for testing in my budget. Would I put that in supplies, but on the budget sheet place it in capital outlay? Or all in supplies? Or all in capital outlay? And would this be Category I or II?

**A:** In the grant specs, page 48, equipment is defined as something costing over \$1000 per unit and having a useful life of a year or more. Therefore, if the laptop (per unit) being purchased costs is over \$1000 it is capital outlay. If it is under \$1000, it is supplies. If the laptops are to be used for testing it is Category I, instruction.

**Q60:** I know that we are supposed to put infrastructure costs in Category 2 Purchase Services and that this does not count towards our Admin percentage; however, the detailed budget formula does not take this into consideration. It is showing my admin as 18.90%, when it should be 17%. Do I submit the detailed budget as is, showing admin at 18.9%, or do I make the formula adjustment so that it accurately reflects my admin percentage on the Detailed Budget template?

**A:** You can either adjust the formula (and make a note that you did so) or make a note at the end of the budget that the admin percent includes infrastructure costs and should be 17% when reduced by infrastructure costs

**Q61:** Do you show local resources for class space, utilities, etc under category 2? I am asking because I know that infrastructure (job center cost sharing) goes under cat 2, but the detailed budget template sample shows those types of local resources under category 1

**A:** It is important to include local resources; it is not critical that it be in the correct category and won't affect scoring. However, class space is more related to instruction therefore would be more appropriate to be entered into Category I but since infrastructure costs must be entered into Category II, it is acceptable to put all costs associated with class space in Category II.

**Q62:** I wanted to confirm the order that we are supposed to put our grant application together. Is it most recent signature page, Demonstrated Effectiveness chart, proposal, then attachments? Also, do we staple the entire packet together or should we use binder clips?

**A:** The order you state above is correct. Please use binder clips.

**Q63:** On the FY 19 Follow-up Data (All PoPs) the farthest stat on the report says, "Attained any credential (unduplicated)." Does it go on the Attachment F #8.

**A:** This stat is not used to populate Attachment F.