

Frequently Asked Questions
Adult Education and Family Literacy Act,
Section 231 and Section 225 Grant Application
FY 2020-2025

Q: When we request an amount to be funded in the budget section, and we want to base our request on last year's allotment, we should NOT consider State Leadership funds, correct? Only the base grant amount?

A: The proposed budget should not include state leadership funds in the estimation of their allocation.

Q: Regarding Appendix C, the eligible provider form, should the enrollment numbers in the data table (Option 1) be based on participants (12+ hours and approved assessment) or total enrollment (reportable individual)?

A: Demonstrated effectiveness should use data based on enrolled participants for Table 1.

Q: Regarding the required 1 to 1 match, are we limited to the allowable admin cap? May we use our full indirect cost rate plus all administrative salaries/fringe allocable to AEL in the match calculation?

A: The required match may be for any budget line including administration and there is no cap for the budget lines or categories in which the match funds are being used.

Q: Regarding the needed letters of support, can a WIOA core partner serving multiple counties be used as a letter for more than one county?

A: The requested letters of support are intended to demonstrate and supplement the applicant's response to the questions related to *Partnerships and Coordination of Services*. If a letter from a WIOA core partner best illustrates the coordination with local resources and services, along with reducing barriers for adults then it will be scored accordingly by the reviewers.

Q: Are we allowed to use IowaWORKS as a partner letter, as they are part-Hawkeye and part-State staff?

A: Title I and Title III of IowaWORKS may offer separate letters of support for the Title II application highlighting how the partnership supports one another.

Q: What are the requirements of a Family Literacy program to make it an allowable activity? Do the children need to be onsite for "interactive parent-child activities"?

A: Family Literacy is an allowable activity, but is not required. The decision to offer Family Literacy will be based on the need in the area that the program is serving. Family literacy programs provide parents and family members with foundational skills that boost their knowledge and confidence to support the educational development of, and to become educational advocates for their children. Parents and family members are able to improve their skills to achieve readiness for postsecondary education or training, job advancement,

and economic self-sufficiency. Programs are designed to make sustainable improvements in the economic prospects for a family and to better enable the family to support their children's learning needs. As demonstrated in NRS Technical Assistance Guide Exhibit 1.1 an optional family literacy measurement includes "involvement in children's literacy-related activities" and is reported in Table 8. By including such interactive parent-child activities such as reading to children in the design of the program it allows this measure to be captured and reported as an outcome for Federal reporting.

Q: What qualifies as sufficient intensity and quality?

A: Sufficient intensity relates to the frequency of the instruction necessary to make sustainable improvements demonstrated by measurable skill gains or outcome performance measures. Sufficient quality relates to the use of the most rigorous research available, particularly with respect to improving reading, writing, mathematics and English proficiency, in instructional materials and in delivery.

Q: Does the Family Literacy instruction have to happen outside of the regular ELL or ABE/HSC class time? Do those classes need to appear in TE/MIS in the same way as ELL/HSC classes?

A: If the programming includes a family literacy focus it should be clearly identified as such to the participants and to the Department. Tracking student information and instructional hours for all participants is a requirement of AEFLA. This data would be used to complete NRS Table 8.

Q: How do we obtain the Department of Labor data regarding employment 2nd and 4th quarter after exit and their median earnings?

A: All WIOA outcome measures are reported in the [Annual Condition of Iowa Community College 2019](#) Tables 5-23 and 5-24 specified by current AEFLA providers.

Q: It specifies that we cannot be closed for more than 4 weeks at a time/6 weeks in a year, but are we required to offer classes at all times? Do registration, assessment, orientation dates, and availability of other staff/services (transition, career pathway specialist services, wraparound services, administrative advising) count as being "open" for these purposes?

A: Participants should have access to career services which includes basic and individualized services as detailed in [TEGL 3-15](#). Basic career services include such things as outreach, intake, initial assessment, provision of referrals as well as the provision of information relating to the availability of supportive services or assistance. Individualized career services include such things as group or individual counseling, development of an employment plan as well as diagnostic assessment.

Q: This section says contact hours are a minimum of five hours per week as in the previous grant cycle which conflicts with p. 49 with 8 hours per week. Which is accurate for this grant cycle? Is there a difference between "intensive" morning class sections and evening classes?

A: Priority access to higher-intensity career services and instruction should be given to participants with barriers to employment. In a continued effort for continuous quality improvement, providers are encouraged to extend instructional hours to a minimum of 8

per week. These hours could be a combination of face to face and distance education. Rationales for why fewer hours will be offered to a class or a site should be included for consideration in the application and what strategies will be used to ensure participants are able to make sustainable improvements.

Q: Is the blended delivery model required for all students? Does it have to include approved distance learning tools and online attendance tracking?

A: If the hours are to be counted off-site, then the policies for distance education must be followed for tracking proxy hours – as contained in the [Iowa Assessment Policy Guidelines](#). Participants with digital literacy skills, or acquiring digital literacy skills, should be exposed to online learning in preparation for their transition to further education and training.

Q: My question is for Table 1, should we be including those ESL students that graduated in their countries and transition from ESL to college?

A: Use the WIOA outcome measure “Credential Attainment” as reported in the [Annual Condition of Iowa Community College 2019](#) Tables 5-23 and 5-24 specified by current AEFLA providers to complete the data requested for Transition to Post Secondary. This data does include eligible ESL students.

Q: Based on Appendix A and adding all the funding suggested for the 8 major counties we served, we would get a significant reduction in funds, can we include those counties that we serve small portions of in the grant as well for allocations?

A: An applicant may use the estimations in Appendix A and include all or partial counties in their proposed budget. The proposed budget is only an estimation detailing the allowable expenses as it aligns with the proposed activities. Budgets will be negotiated based on final state appropriations. OCTAE has not, as of 2/28/2020, posted state allocations.

Q: There is an Appendix M: Budget Form located on the PDF file on the website. I believe it is supposed to be uploaded to Section III but I do not see the spot for it. I do see where we have the summary but not the details of the cost proposal. Do we use this as a guide? Or does it have to be uploaded? If so, in what section?

A: Appendix M is intended to be a guide or a worksheet to prepare the proposed budget that will need to be included in Iowagrants. Appendix M will not be uploaded for the grant application.

Q: Please confirm, when we develop our budget, we would use the AEFLA estimated amounts in Appendix A and per Appendix M all federal, state and local provider resources we anticipate using as match contribution for the total budget amount, and not just budget for the federal AEFLA estimates listed in Appendix A.

A: The proposed budget is only an estimation detailing the allowable expenses as it aligns with the proposed activities. Budgets will be negotiated based on final state appropriations. Appendix M is intended to be a guide or a worksheet to prepare the proposed budget that will need to be included in Iowagrants. The budget does require the applicant to provide match from state or local resources when submitting in Iowagrants.

Q: The Coordinator Handbook on page 22 states: Note: All managed classes must meet for a minimum of 5 hours a week.” Could you please clarify if it’s 8 hours or 5 hours minimum requirement per week?

A: In a continued effort for continuous quality improvement, providers are encouraged to extend instructional hours to a minimum of 8 per week. The Coordinator Handbook will be updated for the 2020-2021 Program Year to reflect this change.

Q: “This form will be used to determine whether the Applicant is an eligible provider of demonstrated effectiveness, as defined in [PART I, C.](#)” Could you post the full address of this link, as I was unable to get it to work?

A: The hyperlink refers applicants to the description of an eligible provider on p.12 of the grant packet.

Q: We are wondering if we need to get a letter of support/MOUs for all of these partial counties that we serve small portions out of. Or would we be just okay if we provide letters of support/MOUs for all the main areas we serve?

A: The letters of support/MOUs will be considered based on the proposed service areas. Rationales for why fewer documentation is included should be detailed in the application and what strategies will be used to ensure the partnerships are able to support the proposed activities in the areas served.

Q: Appendix K: mentions a drop down menu that does not appear to be working.

A: The drop down menu is not functional as a PDF in the Grant Application. However, the Appendix attached in Iowagrants as an excel spreadsheet allows the drop down menu to function correctly.

Q: Are students enrolled in DOC (prisons) AEL classes to be included in Appendix C Option 1? Or should that data be separated out and only include our community based programs?

A: For Appendix C – all students served in AEL/ESL classes should be included. For Appendix Q if applying for Section 225 funds – only DOC participants should be included.

Q: What are correct column headings on pages 58 & 59?

A: Column headings should read County; Three Year Average Eligible Individuals; Three Year Average Enrolled Participant.

Q: Is 4th Quarter median wage a requirement for reporting in Table 1 Appendix C?

A: No. This form has been updated on the department’s website to reflect that this data element is not a requirement for reporting. Applicants may use the old form and leave this section blank and still submit for consideration or use the new form.
