College and Career Readiness (CCR)

Workforce Innovation and Opportunity Act (WIOA)
Adult Education and Family Literacy Act (AEFLA) and Integrated English Literacy/Civics Education (IEL/CE) Local Plan Applications

Frequently Asked Questions

Responses have been compiled to questions submitted by current providers during CCR sponsored regional workshops that were held on February 23, 25, 26, and 29, 2016. The questions addressed in this FAQ are those which directly relate to completing the application. Other questions will be addressed through technical assistance to all providers. Contact the CCR staff member assigned to your organization for assistance.

Section 1. Eligible Provider Qualifications

Organization Profile

1. **Question.** Page 4, item #1. What is a DUNS number?

   **Answer.** A Data Universal Number System (DUNS) number is a unique nine-character number used to identify your organization and is the first step in registering as an organization applicant in Grants.gov. The federal government uses the DUNS number to track how federal money is allocated as part of their grant process. Contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

2. **Question.** Page 4 item #3. Should we include our College’s mission statement or just the Basic Skills/College and Career Readiness mission statement?

   **Answer.** Use your organization’s (community college and community based organization) mission statement.

Demonstrated Effectiveness

3. **Question.** Page 5, item #5. What does percent change mean on page 5, last column?

   **Answer.** In the column asking for “% change”, provide the difference between the actual percent and the target percent. For example, if the actual percent is 20% for ABE Beginning Literacy and the target is 19%, in the % change column enter +1 for 20-19 = 1. If the actual percent is 16% for ABE Beginning Literacy and the target is 19%, in the % change column enter -3 for 16-19 = -3.

   Note: Use this response for both AEFLA and Integrated English Literacy and Civics Education program applications.
4. **Question.** Page 5, item #5. Adult Secondary Education High-Educational Gains. Functional Levels. Do we just put “0” across the line?

**Answer.** For the completion of the table, enter the numbers exactly as they are in Table 4 of your Desktop Monitoring Report. When giving the annual trends, enter 0%. Communication from OCTAE on January 27, 2014, stated that we should have 0% under “percent completing a level” for Adult Secondary Education High because “there is no test that students can take to test out of the level.”

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**Section 2. Teaching and Learning**

**Instructional Practices**

5. **Question.** Page 8, item #10. Will there be sample Administrative Manuals to review?

**Answer.** No. Information in an Administrative Policy Manual may differ depending on the size of the organization. If your organization has an Administrative Policy Manual, copy and paste the link in the space provided.

6. **Question.** Page 8, item #13. Contextualized instruction, post-secondary employment. Should this response be described in depth or is it okay to just list the activities?

**Answer.** Providers may document evidence of this in their program through a narrative or bulleted list. If providers use a bulleted list, please include enough evidence and information so the reader understands how you ensure contextualized instruction is a key component of a student’s instruction.

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**Eligible Individuals**

7. **Question.** Page 11, item #28. We work with students who have high school diplomas in the occupational course of study and high school certificates. They don’t seem to be included in the definition of “Eligible Individuals.” Are they considered eligible?

**Answer.** They qualify if they are assessed to be “basic skills deficient.” These students are eligible and can be served in Adult Education and Family Literacy programs.
Student Engagement

8. Question. Page 12, item 29. Should we include positions/titles of those involved in each program area?

Answer. Yes, provide staff positions/titles in the narrative description of each program component, including student engagement strategies and activities. Personnel that perform the job duties and assigned roles in each program component should be shown on the organization chart, p. 4, and reflected in the budget p. 25 of the Local Plan Application.

Professional Development

9. Question. Page 15. How is professional development funded?

Answer. Professional development costs are included in the total 5% administrative costs of the program. The computed percentage is based on the total allocation (state and federal funds).

Correctional Education

10. Question. Page 16, item 43. "Jail" is listed as one of the entities under the heading of Correctional Education. Is it true that state funds cannot be used to serve local correctional facilities?

Answer. According to NC Session Law. 2010-31 – Section 8.3. (b) “Courses in federal prisons or in local jails shall not earn regular budget full-time equivalents, but may be offered on a self-supporting basis.” In light of the new WIOA federal legislation, the System Office will be informing the General Assembly of these new regulations to determine if changes are needed in the law. Providers are to continue to follow the current practice regarding offering basic skill classes in jails until notified by the NC Community College System Office.

11. Question. Page 16, item 43. What is different about corrections education under WIOA?

Answer. WIOA emphasizes the importance of educational and career advancement for incarcerated individuals by increasing from 10 percent to 20 percent the cap on funds which may be used for incarcerated individuals and other institutionalized adults. Section 463.60 and Section.463.61.
Section 3. Workforce Development System Integration

Core Program Alignment

12. Question. Page 17. How should providers demonstrate that they are providing programs and services that align with core programs?

Answer. Alignment with core programs is addressed in Sec 121 (b) (1) (a) and Section 101 of WIOA-Title 1. Providers should submit the AEFLA application or a one page summary to the local Workforce Development Board for its review and provide the local Workforce Development Board an opportunity to make recommendations. Section 463.21

Section 4. Management and Fiscal Oversight

13. Question. What happens with the plan after April 1, 2016?

Answer. All submitted applications will be reviewed by the CCR staff. They will provide technical assistance on the local plan application after approval by the NC Community College System State Board in May 2016. All plans will be kept on file for monitoring purposes.

Integrated English Literacy and Civics Education (IEL/CE) Application

14. Question. Page 1. Is the IEL-CE grant only an annual award this year?

Answer. Yes.

15. Question. When are the IEL/CE grants due?

Answer. 5 pm, April 1, 2016.

16. Question. Page 3. What’s the cap on IEL/CE funds currently?

Answer. $80,000.

For the budget information on page 25, we do not include El/Civics funds correct?

Answer. Yes, that is correct.
Workforce Development System Integration

18. Question. Page 13, IEL/CE Application, Item #23. Are only EL Civics Education current providers eligible to apply?

Answer. All community colleges and community-based organizations that have previously received AEFLA and or IEL/CE federal funds from NCCCS are eligible. No new providers are eligible to apply this program year.

Miscellaneous

19. Question. How will the applications be scored?

Answer. The CCR review team will read grants to determine areas for technical assistance which will be provided during the 2016-17 program year. AEFLA Applications will not be scored in 2016-2017.

20. Question. We are to use 2015-2016 allocation. If funded, will funding be the same in 2016-2017 as 2015-2016?

Answer. Funding levels for the 2016-17 program year have not been determined and will be based on the 2016-17 funding formula. Yes, all current providers (community colleges and community based organizations) should use their 2015-16 allocation to plan their 2016-17 budget.

21. Question. Can an instructor’s salary be 50% non-instructional and 50% instructional?

Answer. Yes.

Budget Worksheet and Narrative

22. Question. Page 25-AEFLA Application. What is the approved indirect cost? What expenditures are included in indirect costs?

Answer. Indirect costs are a portion of your administrative costs or operations. Indirect costs are expenses that are not directly related to program activities. Examples of indirect costs include but are not limited to, student services, administrative costs, utilities, custodial services, and security services. For example, the salary of finance or business office staff are not directly related to program activities but a portion of their salaries may be charged as indirect costs because they fulfill duties that are needed such as purchasing,
bookkeeping, billing, etc. in order for your direct program activities (instruction, student coaching, etc.) and services to be delivered.

Indirect costs are allowed for in the NC Community College System Budget. See page 21, *FY 2015-16 REVISED STATE AID ALLOCATIONS AND BUDGET POLICIES. North Carolina Community College System State Board Item FC-5* October 2015. For Basic Skills, the indirect cost allowed is a maximum of 8% of actual expenses incurred from the 5% administrative cost maximum.

Indirect Costs. Per the U.S. Department of Education (USDOE), Office of Career, Technical and Adult Education, colleges can earn indirect cost only if they have a negotiated rate (unrestricted or restricted). If your college does not have a negotiated rate through your cognizant agency (U.S. Department of Health and Human Services), you are not allowed to earn indirect cost from this fund source. For colleges that have a current negotiated rate, you may earn a maximum of 8% of your actual expenses incurred from the 5% administrative cost maximum.

23. Question. What is meant by administrative operations or costs? Is it supplies?

Answer. Examples of administrative operation costs may include, but are not limited to organizational functions such as budgeting, planning, professional development and training, performance and compliance review, human resource management, etc.

Direct costs include, but are not limited to, instructor salaries and salary related benefits (retirement, contributions, health insurance, etc.), non-instructional staff salaries, travel, course curriculum development, instructional supplies, equipment, printing, etc.

24. Question. Should providers list distance learning vendors in the WIOA-AEFLA local plan if it’s used for English language acquisition students or do we list it in Integrated English Literacy and Civics Education?

Answer. Include it in the budget for the appropriate program.

25. Question. It was mentioned that our plans have to be submitted to local workforce development board for approval. Does this need to occur prior to the submission date?

Answer. Providers should submit their application or a one page summary to the local board for its review prior to submitting the application to the NC Community College System Office. Section 463.21