

Frequently Asked Questions-231 Grant

Q1. *Should we limit the information we provide in answering the nine questions on the 231 application to just non-correctional programs we offer, and should we similarly only answer the questions for 225 with information from our correctional programs?*

A. On the 231 application, answer all questions from the vantage point of community, non-correctional setting. On the 225 application, all answers should address correctional or institutionalized settings.

Q2. *Statement of Assurances - Program Operations #5*

Do we have a list or schedule of professional development opportunities for the next program year so we can plan for it in our local plan and our budget?

A. The professional development calendar will be available in the Spring. Budgeting for all program areas will be addressed in the finance webinar.

Q3. *Statement of Assurances - Program Operations # 7*

It mentions that 75% of total instructional staff must be credentialed within two years. Is this the core credential, or can it be a discipline-specific credential for our part-time instructors?

A. The credential should be one of those that are recognized by the National Reporting System. They are: K-12, Special Education, Adult Education, and TESOL. In North Carolina, we offer CORE, ESOL, ASE, ASU ABSPD Institutes, ASU Certified Resource Specialist in Adult Education, and a specialty certificate in reading (STAR) that counts as an Adult Education Credential.

Q4. *Will more of these credentialing opportunities be offered via distance education or maybe some evening offerings as well?*

A. The CORE and ESOL credentials are currently available in a hybrid format. A hybrid delivery model for the Adult Secondary Education credential is also being developed.

Q5. *I understand the two-year window will apply to all new hires, how do we move forward with current instructors? Two years from the 2017-2018 program year?*

A. Currently employed instructors need to be credentialed by July 1, 2019.

Q6. Statement of Assurances - Program Operations # 9

Specifies that Applicant will obtain CCR approval prior to any programmatic changes that deviate from the original grant application. What level of changes need approval? Would this include any changes to our budget, ie. reclassifying, transferring funds, etc.?

A. All budget changes must be approved. The only programmatic changes that must be approved are those that deviate from the original goals and objectives.

Q7. As a CBO, we have two part-time staff. Everyone else is a volunteer. Will they need to be credentialed?

A. The 75% credentialed requirement applies to both the full and part-time **paid** staff. Volunteers need to meet specific requirements associated with tutoring.

Q8. Where can we find the final version of the State Unified Plan?

A. Our website has a link for the approved plan (http://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/ccr/nc_state_plan_final2016.pdf).

Q9. We received a planning grant for this year. Can you explain to me the reason for us not being able to apply for the IELCE grant this year?

A. Since the IEL/CE grant was awarded through a competitive process for 2016-17, through this continuation grant, we can only offer the grant to those that have been competitively funded. There will be an open competition for 231, 243, and 225 funds in 2018-2019.

Q 10. Is there a maximum amount we can request for the IEL grant? Are we limited to the amount we received last time?

A. You may request more than you received last year. The maximum award is \$80,000.

Q11. We understand that this year continuation applications will be reviewed by a third-party group.

A. This year the proposals will **NOT** be read by an outside group.

Q12. The CCR Assurances document states that applicants must ensure that 75% of "total instructional staff" must be credentialed within two years of hire. Would positions such as transition advisors, intake/orientation advisors, and other support staff be included in the definition of "total instructional staff" or does that only include staff providing instruction that is reported for FTE purposes? What about substitute teachers who fill in occasionally on the absence of a regular instructor?

A. The 75% credentialed staff only refers to full and part-time instructors.

Q13. We have several public school teachers that teach for us part-time. Is there teaching certification sufficient and do we need to obtain a copy of their certification?

A. K-12 public school teacher certification needs to be current and a copy kept on file. It, as well as Special Education certification, count as accepted NRS credentials.

Q14. *In regards to Professional Development for our instructors that have master's degrees in education, do they have to have a core certificate? Or can they just complete the specialty certificates that are pertinent to the content that they are currently teaching.*

- A. There are several options for being credentialed. A person may have a credential in k-12, special education, TESOL, or adult education. The adult education credentials accepted in NC are the CORE, ASE, ESL, ASU ABSPD Institutes, ASU Certified Resource Specialist in Adult Education and Specialty in Reading (STAR).

Persons who hold Master's degrees in Education are considered to hold an "advanced certificate." This level of certification does not require an actual certificate be issued by NCCCS because the individual has already received a diploma from another institution.

This type of credential should be recorded as an "adult education credential."

The intent with these requirements is to make sure that individuals who are employed by our providers have received some amount of teacher training.

Q15. *Have the guidelines changed about corrections education? I thought we COULD NOT use block grant funds to provide education in local institutions, ie jails?*

- A. Instruction may be provided in jails with federal funds. It does not generate budget FTE.

Q16. *We have not received any money from the Community College for EL Civics education since 2012-13 because it has been a continuation grant. We thought we would be able to apply this year. I found out today we still cannot apply for 2017-2018. This was very surprising to me. Can you explain to me why we are not allowed to apply and where did it come from?*

- A. IEL/CE planning grants were not awarded through the competitive process for 2016-17. We received an extension from OCTAE in December, 2016, allowing us NOT to compete our funds until 2018-2019. As a result, only grants that had been competitively funded could be continued. There will be an open competition for 231, 243, and 225 funds in 2018-2019.

Q17. *Is there any news on whether our local WDB needs to read over or sign off on our plans this year?*

- A. For the 2017-2018 applications, there does not need to be a formal review or sign off from the local WDB. However, it is important to keep them informed about how your work with Title II promotes and enhances the whole workforce system.

Q18. *What constitutes distance learning?*

- A. All guidelines concerning distance learning are contained in the 2016-2017 CCR Assessment Manual posted on the College and Career Readiness page of our website.

Q19. *Will applicants be given an "all clear" date at which time we will know that the application and related documents on the website are complete?*

- A. When the portal is open on February 28th, all applications and related documents will be complete and final. No changes will be made after that date.

Q20. *What about instructors that hold a bachelor's degree in education? Will that suffice? Or does she need to obtain a core certificate?*

- A. If an instructor holds a bachelor's or master's degree in education in a basic skills-related subject area, that degree should be reported as an "adult education credential."

Q21. *CCR Statement of Assurances, Fiscal Management #13 – “funds must be spent within 90 days of the fiscal end of year.” Is that 90 days preceding the end of the fiscal year or 90 days following the end of the fiscal year?*

- A. #13 will be dropped for the final CCR version of assurances.

Q22. *Statement of Assurances (CCR) Program Operations*

Statement 6 indicates that the “Applicant agrees to provide ample staff development funds to ensure that the program employs and maintains a well-qualified staff, including teachers, counselors, and administrators.” Can the NCCCS define “ample?” Is the NCCCS looking for applicants to designate a percentage of the total project budget to staff development? May all staff development and instructor certification/credentialing costs be charged to the “staff training” line item?

- A. The term "ample staff development funds" refers to meeting consideration #13 of AEFLA. The intent is to insure that local providers make sufficient funds available to maintain well-qualified staff so that students' potential to maximize learning gains can be realized. NCCCS does not designate a percentage of the total budget to be spent for staff development; the decision is the responsibility of the local providers. All staff development costs should be charged to the "staff training" line item.

Q23. *Statement 7 indicates that the applicant agrees “to require that 75% of its total instructional staff be credentialed within two years of hire.” Will the NCCCS provide a definitive list of qualifying credentials (i.e. master's degrees, doctorates, other advanced degrees, etc)? Must all certifications and licenses be “current/active?”*

- A. In order to meet the 75% credential requirement, the following certifications are accepted by CCR:

1.K-12

2.Special Education

3.TESOL

4. Adult Education- may be met in the following ways:

a. NCCCS CORE credential

b. NCCCS ASE credential (three different types)

c. NCCCS ESOL credential

d. NCCCS STAR credential (specialty credential in Reading)

e. ASU ABSPD Institutes

f. ASU Certified Resource Specialist in Adult Education

5. Bachelor's degree in education with a concentration in a basic skills- related subject area

6. Master's degree or doctor's degree in education with a concentration in a basic skills- related subject area

7. Certification from an educational institution in an instructional area (eg. CPCC's FAST TRACK credential or NCSU's adult education instructional certificate)

All certificates must be current. Trainings are listed on our website under the training calendar. The CORE credential and ESOL credential are both offered through a hybrid model. Plans are underway to provide the ASE credentials in the same way.

Q24. Statement of Assurances (CCR) Fiscal Management

Statement 2, "applicant agrees to provide timely and accurate reports which include budget amendment requests." Will CCR clarify what circumstances would necessitate a budget amendment? Is there a percentage of funding that can be adjusted without CCR approval? What is the frequency that CCR will accept budget amendment requests and what will be the turnaround time for approval?

A. Budget amendments are budget transfers from what appeared on the approved budget (sent from finance). All transfers, regardless of size or frequency, must be approved. The turnaround time will be within 10 business days.

Q25. Statement 6 indicates that the applicant agrees to "maintain and submit time-and-effort records for all employees funded through federal grant awards. These records must be submitted monthly." Is this for all employees funded under WIOA title II, including part-time instructors? Will CCR provide a template, or can colleges meet this requirement by implementing local practices and documenting T&E using a local form?

A. All employees, both full and part time, funded under Title II are included in the time and effort reporting requirement. More guidance will be provided in a yet to be scheduled fiscal/budget webinar.

Q26. Statement 9 Regarding the limitation on administrative funds (5%), can you confirm that professional development costs can be charged to "staff training" and not the administrative line?

A. Professional development costs should be charged to "staff training." They are not administrative costs.

Q27. Statement 10 indicates that "the Applicant agrees to retain all local program records and supporting documents for a minimum of three years from the date of submission of the final expenditure report." This statement contradicts previous guidance (email from Dr. Amy Cooke, November 2016 (2yrs)). Can you confirm the number of years that applicants must retain supporting documents?

A. All program- related records and supporting documents must be kept for 5 years from the date of the end of the program year. This requirement is specified in the NCCCS Records Retention and Disposition Schedule posted on our website.

Q28. Regarding Statement 13 (the Applicant agrees that funds must be spent within the fiscal year for which they are approved or must be allocated and spent within 90 days of the end of the fiscal year), does this apply to all cost categories, including salary and benefits? Or, only non-personnel cost items?

A. #13 will be dropped for the final CCR version of assurances.

Q29. On the 225 Corrections Ed proposal: We have an option to choose from the 8 categories of academic programs that we may offer in corrections. We do not have to include all 8. Is that correct?

A. You do not have to offer all programs.

Q30. *Is IET required or not? Is IET an option or not in corrections ed.?*

- A. The question about IET allows you to plan or describe what you would or could do. IET is an option in corrections as it is outside corrections; it is not required.

Q31. *Post-release transition services. Would referrals to other programs be appropriate here or does the Basic Skills program need to provide the actual post-release transition service?*

- A. Post-transition services does not mean simply a referral; it is specifically included to allow providers to provide services that they could not in the past.

Q32. *Regarding MSG's – Strategies we currently use, and data or preliminary results. "Identify the **specific population** and **program area** each strategy addresses." Does "specific population" mean EFL, or race, or ethnicity or something else? "Program area" means ABE, ASE, or ESL?*

- A. "Specific populations" refers to program areas serving groups identified in the law (ABE, ASE, and ELA).

Q33. *When we receive our funds next year, will the amount of federal vs. state funds be noted, or it is the federal money a particular percentage of our total budget?*

- A. Your allocation next year will be separated into a federal portion and a state portion.

Q34. *It sounds like we will need to identify certain people who will be paid out of federal funds next year & will need to fill out time and effort sheets, but those will not be required for our entire staff?*

- A. Anyone who is paid out of federal funds needs to have a time and effort sheet completed monthly. If this guidance changes, we will let providers know.

Q35. *How detailed does the budget narrative need to be? For instance, if we have multiple hourly rates for PT instructors, are we to list every different rate that exists within our program or can we use an average in the equation for our explanation of PT expenses for instruction?*

- A. The budget needs to list the rate paid per instructor or group of instructors as well as the number of hours for which their positions are budgeted. If there is a standard rate, that's fine; if there are twenty or more different rates, the budget narrative needs to list the number of instructors at a particular rate and the resulting total based on the hours budgeted for their positions.

Q36. *The signature requirements are different this year than in the past. Programs would like to have written documentation for which staff member is expected to sign the documents that are included in the RFP.*

a. *The budget document lists:*

Chief Fiscal Officer, Chief Administrative Officer, NCCCS Program Director, and VP of Business & Finance, NCCCS.

- A. The term "chief financial officer" refers to the person serving in that capacity at the local college. Local titles will vary. The "chief administrative officer" is the person serving as director of basic skills programming regardless of title. These signatures are on the left side of the form. The signatures that list NCCCS next to them are those responsible at the system office (Gilda and Elizabeth) these signatures are on the right side of the form.

- b. *As for Assurances documents, the position is listed as "Authorized Representative." Is that intended to be the college president or the local program director?*
 - A. The person referred to as "authorized representative" on the assurances is the basic skills director.
- c. *Form 4x lists "signature" but not indication of who is intended to sign.*
 - A. The signature on Form x is a signature which has already been provided to the system office by the basic skills director. there is no need to sign again.

Q37. *Please verify that the budget documents marked for CBOs is the one that Community Colleges should use for their draft year even though it references reimbursement.*

- A. Please use the 2-34 form as a sample. You are to use this format type to list budget lines and totals.

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