Q1. Instructions specify that the 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, i.e. reclassifying, transferring funds, etc.?

A. All budget changes greater than 10% of the total budget amount must be approved. The only programmatic changes that must be approved are those that deviate from the original goals and objectives stated in the application.

Q2. As a CBO, we have two part-time staff. Everyone else is volunteer. Will they need to be credentialed?

A. Credential requirements apply to both the full-time and part-time paid staff. Volunteers need to meet agency specific local requirements associated with tutoring.

Q3. In regard 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, Teaching English to Speakers of Other Languages (TESOL), or adult education. The adult education credentials accepted in North Carolina are the CORE, ASE, ESL, Appalachian State University (ASU) Adult Basic Skills Professional Development (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 NCCCCS because the individual has already received a diploma from another institution.
   - This type of credential should be recorded as an “adult education credential.”

Q4. What constitutes distance learning?


Q5. How long must a provider 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 the College and Career Readiness page of the NCCCS website http://www.nccommunitycolleges.edu/college-and-career-readiness. The exception is AHS and HSE records which must be kept indefinitely.
### Q6. Programs would like to have written documentation for which a staff member is expected to sign the documents that are included in the RFP. The budget document lists: Chief Fiscal Officer, Chief Administrative Officer, NCCCS Program Director, and NCCCS VP of Business & Finance.

A. The term “Chief Fiscal Officer” (CFO) refers to the person serving in that capacity at the community college or community-based organization. Local titles may vary. The “Chief Administrative Officer” (CAO) may be the person serving as the director of basic skills, the president of the community college, the vice president of the community college, or the executive director of a community-based organization. The signature of the CFO and the CAO must be from different individuals.

### Q7. Our president signs all MOUs for the college as our representative. Although we do have representatives on the board for Adult Education, their signatures would not be on the form. Is this allowable?

A. The signature on the form needs to be from someone who uniquely represents Title II; in other words, the individual should not be representing any other program or function of the college.

### Q8. “Each question should be limited to a 3,500-character maximum – approximately 500-word limit per question.” Please clarify. Does this mean 3,500-character maximum total for each consideration? Will page of sources/resources count in word count maximum?

A. Each consideration/question must be limited to 3,500 characters to include spaces; this is approximately 500 words per question. This means that you are allowed to enter up to 3,500 characters for each individual consideration/question. Sources and resources will not be included in the word count maximum. However, tables and charts will be included in the character/word count limit.

### Q9. On page 23, under Allowable Matching Funds, it states, “Program match must be identified within the 231 budget. Match may occur in one line item...or in several line items.” Can the System Office provide a sample budget that demonstrates how you would like this information to appear on our 231 budget submission?

A. For community college applicants, the budget submitted includes both federal and state funds; therefore, as was the case last year, state and federal funds do not have to be differentiated on the budget form.
**Q10.** In the middle of page 34, there are several bullet points including a request for 3-5 strategies for meeting the state's adjusted level of performance. However, the "Demonstrated Past Effectiveness" PDF form only requests the Measurable Skills Gain total. Should the description and strategies be on a separate page from the MSG total or on the same page?

| A. The question on page 34 about the strategies are part of Consideration Three. The description and strategies should be listed directly under the bullet/question. The description and strategies should not be included on the Demonstrated Past Effectiveness form, but included in the overall narrative. |

**Q11.** How should respondents handle situations when/where document downloads are not functional? For example, when trying to download the following I get a message stating “failed network error:”

```plaintext
3a. Demonstrated Past Effectiveness-NRS Tables 4 and 4B-New Applicants.xlsx
```

| A. Local network connection issues cannot be addressed by NCCCS CCR Staff. If the issue persists, please contact your local help desk for support. |