Workforce Innovation and Opportunity Act – WIOA
Title II – Adult Education and Family Literacy Act

2020-21 Continuation Grant

January 28, 2020

Cassandra Atkinson, Adult Education Coordinator
Arbony Cooper-Gibbs, Adult Education Coordinator
Nancye Gaj, Assistant State Director of Adult Education
Judy Howell, Grants Management and Compliance Technician
Welcome and Purpose

This Continuation Grant webinar provides an overview of:

• the AEFLA application process for eligible providers

• the AEFLA grant application
Eligible Providers: Only providers that received AEFLA funds through the competitive application process for 2018-21 are eligible to submit a Continuation Grant application.

Please note: Applications from NEW providers will not be accepted for the 2020-21 Continuation Grant.
Application Sections

➢ Narrative
   • The Seven Requirements
   • The 13 Considerations

➢ 2020-21 Budgets
   • All Providers: 231-Adult Education and Family Literacy Act (AEFLA)
   • Select Providers: 225-Corrections Education and Other Institutionalized Individuals (C&I)
   • Select Providers: 243-Integrated English Literacy and Civics Education (IELCE)
These are the two sections that comprise the narrative:

The Seven Requirements and The 13 Considerations

• To complete the narrative, provide updates as needed to reflect any changes since the 2019-20 Continuation Grant application was submitted and approved.
All Community Colleges must submit a 231 planning budget using the instructions described below. Enter your agency’s allocation amounts from pages 8-10 of the Continuation Grant Update packet to complete the appropriate budget form.

The Community College budget form is entitled NCCCS 2-34 Budget-CC 231 (Form 1A)

- Community Colleges that received both Title II and State funds must include both Federal and State allocations in their total budgets. All community college State literacy funds are counted as required match to the Federal award.

- Community Colleges that do not receive Title II funding should use their State literacy allocation in preparing the budget. Enter your State expenses in the Federal and State Funds column. Use budget form NCCCS 2-34 Budget-CC 231 (Form 1A).
All Community-Based Organizations must submit a 231 planning budget using the instructions described below.

The Community-Based Organization budget form is entitled **NCCCS 2-34 Budget-CBO 231 (Form 1B)** Enter your organization's allocation amounts from pages 8-10 to complete the appropriate budget form.

- Community-Based Organizations **must** include the Federal allocation and a 40% match. Identify funding source(s).
Title II Continuation Grant Application Budget 225 and 243 Grants

• The budget form to be used for 225 is entitled \textit{NCCCS 2-34 Budget-CC/CBO 225 (Form 2)}.

• The budget form to be used for 243 is entitled \textit{NCCCS 2-34 Budget-CC/CBO 243 (Form 3)}.

Both community colleges and community-based organizations will use the same forms.

These grants do not require matching funds.
Only include Career Services on the 231 budget form 1A or 1B. It may include cost for:

- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities, and supportive services as needed

- Referrals to and coordination of activities with other programs and services

- Outreach, intake, and orientation information
New Line Item
Career Services – Allowable Expenses (continued)

• Provisions of performance information and program cost information about eligible providers of education, training, and workforce services

• Provision of information about availability of supportive services or assistance and appropriate referrals (including childcare; child support; medical or child health assistance available through the State's Medicaid program and CHIP, SNAP benefits; EITC; assistance under TANF, and other supportive services and transportation)
Example Budgets
Upon recommendation of the North Carolina Community College System the following budget is allotted for
the above indicated purpose and period.

<table>
<thead>
<tr>
<th></th>
<th>Federal and State Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries, Instructional</td>
<td>$47,200</td>
</tr>
<tr>
<td>B. Salaries, Non-Instructional</td>
<td>$40,000</td>
</tr>
<tr>
<td>C. Employer’s Retirement</td>
<td>$12,704</td>
</tr>
<tr>
<td>D. Employer’s Social Security</td>
<td>$8,584</td>
</tr>
<tr>
<td>E. Employer’s hospitalization</td>
<td></td>
</tr>
<tr>
<td>F. Career Services</td>
<td>$1,000</td>
</tr>
<tr>
<td>G. Educational Supplies and Materials</td>
<td>&lt;=6,00 per unit price</td>
</tr>
<tr>
<td>H. Equipment (must be pre-approved)</td>
<td>&gt;6,00 per unit price</td>
</tr>
<tr>
<td>I. Contractual Services</td>
<td>$25,000</td>
</tr>
<tr>
<td>J. Staff Travel</td>
<td>$5,665</td>
</tr>
<tr>
<td>K. Administrative Costs/Indirect Costs</td>
<td></td>
</tr>
<tr>
<td>- Salaries (Director)</td>
<td>$8,300.00</td>
</tr>
<tr>
<td>- Other Expenses</td>
<td>$8,300.00</td>
</tr>
<tr>
<td>- Indirect Costs</td>
<td>$8,300.00</td>
</tr>
</tbody>
</table>

Total: $118,803

*Administrative Cost are unallowable with State funds.

Signatures of two different individuals are required.

Updated 1/2020
## Proposed WIOA Budget – CBO 231 Budget Form 1B

### North Carolina State Board of Community Colleges
North Carolina Community College System  
AEFSA, Title II 231 BUDGET  
Community-Based Organizations

**Provider Name & Federal ID:**
July 1, 2020, June 30, 2021

**Effective Dates**

<table>
<thead>
<tr>
<th>Category</th>
<th>Allocation</th>
<th>Match</th>
<th>Category Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries, Instructional</td>
<td>$57,240</td>
<td>$22,896</td>
<td>$80,136</td>
</tr>
<tr>
<td>B. Salaries, Non-instructional</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>C. Employer’s Social Security</td>
<td>$215</td>
<td>$620</td>
<td>$835</td>
</tr>
<tr>
<td>D. Employer’s Hospitalization</td>
<td>$500</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>E. Educational Supplies and Materials</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>F. Equipment</td>
<td>$2,000</td>
<td>$940</td>
<td>$2,940</td>
</tr>
<tr>
<td>G. Administrative Costs/Indirect Costs</td>
<td>$2,910</td>
<td>$2,910</td>
<td>$2,910</td>
</tr>
<tr>
<td>H. Travel</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>I. Indirect Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>J. Other Expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Available Administrative/Indirect Funds:** $0

**Total Administrative Costs:** $2,910

**Total Federal Budget:** $73,865

**Total Match:** $34,056

**Total Category Total:** $107,921

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*Total Administrative Costs cannot exceed 5% of total federal budget.  
Administrative Costs are unallowable with State funds.

**Signatures of two different individuals are required.**

Updated: 1/28/2020
<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuation Grant Application Webinar</td>
<td>January 28, 2020</td>
</tr>
<tr>
<td>Release Date for Continuation Grant Application ((Moodle® portal open))</td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Continuation Grant Applications due in Moodle® portal</td>
<td>March 2, 2020, 5:00 pm</td>
</tr>
<tr>
<td>Submission Reviews Completed</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>State Board Approval</td>
<td>TBD</td>
</tr>
<tr>
<td>NCCCS Business &amp; Finance Sends Notification of Awards</td>
<td>July 2020</td>
</tr>
</tbody>
</table>
The application package will be located in the Moodle® grant submission portal on January 31, 2020.

- [https://moodle.nccommunitycolleges.edu](https://moodle.nccommunitycolleges.edu)

- Providers will use their username and password assigned for their account to access the portal.

- Providers will include all parts of each grant applied for and submit them as only one document to the Moodle® site.

All directions for completing and submitting the Continuation Grant application will be located on the Moodle® site January 31, 2020.
Reminders: Deadlines and Submissions

• It is the applicant’s responsibility to check the CCR website for updates.

• This PowerPoint and webinar recording will be posted to the CCR website and the Moodle® grant submission portal.

• All applications must be received in the portal by 5:00 pm on March 2, 2020.

• Other than an email acknowledgement from Judy Howell that an application has been received, no other notification will be sent to applicants until the NCCCS State Board of Community Colleges has approved the slate of providers and the NCCCS Budget and Finance office has notified your budget office of the award.
Questions?
After the Webinar

Should you have any questions following this webinar, please send an email Nancye Gaj  gajn@nccommunitycolleges.edu
Concurrent Enrollment

Integrated Education and Training (IET)

- Improving basic reading, math, or English language skills
- Building occupational skills
- Developing workplace preparation skills

by 2030, 2 million North Carolinians will have a high-quality postsecondary degree or credential.
Thank You!