

Purpose: THIS Q&A PROVIDES ANSWERS TO QUESTIONS SUBMITTED BY PROSPECTIVE AEFLA GRANT APPLICANTS. ALL QUESTIONS ARE ANSWERED INDIVIDUALLY AND ARE THEN ADDED TO THE Q&A SO THAT ALL APPLICANTS RECEIVE AND HAVE ACCESS TO THE SAME INFORMATION.

1. Which costs will CDE reimburse for the AEFLA Program Directors' conference and which of the costs will our program budget need to cover?

CDE does not directly reimburse costs associated with conference attendance. The AEFLA Program Directors' conference is mandatory; you may include travel costs associated with the directors' conference on your AEFLA budget. Page 9 of the RFA provides this information: Programs are **required** to participate in CDE-sponsored Regional Assessment Training, Annual Program Directors' Training, and if applicable, New Directors' Training and Support. Costs for these activities must be addressed within the program's budget: as budget line items, match line items, program income line items, or explained as budget notes.

2. On Section D: Community Partnerships, will we be marked down if we do not use a grid or chart?

If you're targeting the highest point value in the rubric, you'll want to be as thorough as possible—which readers may interpret as including the chart or grid as suggested. Consider that it may be easier for readers to evaluate this information if it's laid out in a chart or grid—they won't have to search through a narrative to find the information.

3. What is the DUNS number, and where do I find it?

According to federal regulations and Office of Management and Budget guidance, sub-awards (grants) can only be made to entities with DUNS numbers. To be eligible for award, entities must register for and/or provide their DUNS number to the Colorado Department of Education as part of their application. Entities may register or request their current DUNS number by visiting <http://fedgov.dnb.com/webform> or by calling 866-705-5711. See also DUNS number fact sheet at http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

4. Should we be submitting an EL/Civics application?

No, FY15 is not a competition year for Colorado EL/Civics grants. Current EL/Civics grantees will have continued funding in FY15 (contingent on availability of federal funds and approval of each grantee's continuation request).

5. Do the job descriptions that are to be attached count in the 16 page limit?

No. The application narrative cannot exceed 16 pages, **excluding** Part I and required attachments.

6. If our job descriptions are long, should we make them shorter?

No, we are looking for the formal, unabridged, official job descriptions used by your agency, regardless of length.

7. Regarding Section E1 of the RFA, how can my small rural program handle 2-level classrooms?

Note that the guidance for Section E1 replaces "no more than 2 levels" with "intentional grouping of learners according to levels", and note that there is some flexibility in "Direct instruction to groups of learners as the primary instructional delivery mode". How can you configure your program to provide leveled classes/direct instruction where practical, strategic, and cost effective and meet the needs of your community (bearing in mind that you may not be able to serve the entire need)?

The majority of points in this section are derived from E3 (description of the program's curricula) and E4 (instructional approaches). There are opportunities in E3-d and E4 to address practices that support the priorities stated on page 2 of the RFA. You might consider using the Executive Summary and Needs Assessment sections to not only describe your purpose, your community's need, and your program's intended focus, but also to address how you will concentrate your resources on those levels that can best be served through leveled classes and direct instruction.

8. Should Letters of Support from partners be included as attachments?

They are not required, but you could include them as attachments if they help illustrate a section or element of your proposal.

9. Section E: the general descriptions say that there must be a clear and detailed description of the curriculum. However, #2 in that section simply says to attach a list of the curriculum used. Are we to provide a general description in #2 and attach a list as well? Or is the list sufficient to address #2?

The list is sufficient. The 0 and 4 scores mean either the list is attached (4 points) or not (0 points).

10. Regarding Section E and leveled classes. The directions in the RFA state that there are to be no more than two levels in each direct instruction class. However, one of the examples listed in the guidance has three grade levels in each grouping. Could you clarify whether or not three grade levels can be accommodated in a single class?

Follow the guidance document; it was issued to clarify and expand that section of the RFA. Note that “Leveled classes containing no more than two levels” has been updated in the guidance to “Intentional grouping of learners according to levels to maximize the effectiveness of instruction and resources”.

11. Why does the RFA web page say FY2015 in one place, FY2015-16 in another, and the cover page and assurance form both read 2014-2015?

FY15 is July 1, 2014 through June 30, 2015, so it is sometimes referred to as FY15, or FY14-15, or less often FY2014-2015. This is a two-year grant for FY15 and FY16. (The budget covers only the costs for one fiscal year (FY15). If funded in this competition, you will request your second year of funding through a continuation process.)

12. The RFA states that “programs may charge the costs of qualified staff persons’ tuition and fees for the required coursework to the AEFLA grant if necessary to obtain or maintain compliance with ABEA policy. These costs must be identified within the program’s budget.” How much should we/can we allow per class?

For FY15 budget development purposes, programs that choose to pay all or part of the tuition for ABEA courses may allow up to \$700 per course. (Use a separate budget line for ABEA tuition and use Budget Object (300) Purchased Professional and Technical Services.) If your budget contains ABEA tuition costs, and your application is approved, one of your required revisions will be to submit further information to CDE/AEFL, including a local ABEA tuition policy. The policy will cover your program’s process for determining eligibility and additional elements to be determined. Programs to whom this applies will receive further guidance and instructions from CDE during the revision process.

For more information

Adult Education and Family Literacy Act - Request for Proposals, FY2015-16 <http://www.cde.state.co.us/cdeadult/rfp15>

AEFLA Program Staff Debra Fawcett fawcett_d@cde.state.co.us

Office of Grants Fiscal Staff Ron Mosness mosness_r@cde.state.co.us or Marti Rodriguez rodriguez_m@cde.state.co.us

Competitive Grants and Awards Staff Kim Burnham burnham_k@cde.state.co.us