

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. Is rent for classroom space an allowable expenditure? If so, does the expense fall under Instruction or Administration?

Yes. Classroom space is an Instructional cost.

2. We missed the letter of intent deadline. Can we still submit the application?

A Letter of Intent is not required in order to submit an application.

3. Is the budget narrative separate from Section J, items 1&2 or incorporated into those items? Please explain how applications should demonstrate "Every budget line item accounted for in the budget narrative." Does that mean every line item on every worksheet in the budget?

For Section J, cover the budget's line items in #1. Some line items may lend themselves to consolidation in your narrative. Use your best judgment: you want the readers to understand exactly what you're asking for and how it fits into your overall program plan. Line items in the budget document should contain references back to the application/narrative. (EXAMPLE: On 2a Budget, \$2,000 is budgeted for Purchased Professional Services. The description would include the section of the application where this activity is described. For example this cost may be part of the Section G: Instructional Staff Qualification and/or Section H Professional Development.)

4. The Letter of Intent is labeled as "Attachment E" but it is actually "Attachment A". Is that correct?

Yes, the Letter of Intent is attachment A in the RFA, but it is labeled "E". (This is a typo that was mentioned in the RFA webinar.)

5. Is "Attachment D" a form we should generate and include if we are a current grantee? If so, should we add our data into the form somewhere?

Attachment D is included only as a reference to EFLs and performance targets. It is not to be completed or submitted.

6. Should "Attachment E" be our most recent Annual Performance Report (APR), or should we put together another document with all the narratives specifically for the grant proposal?

Attachment E is included only as a reference to the reporting requirements of the grant. You do not need to include an APR or any additional narrative in response to Attachment E.

7. E2 asks for a list of core textbooks. I don't see where "#2 in that section simply says to attach a list of the curriculum used." (In the Q&A #9, Batch 2). Am I missing something?

E2 directs the applicant to attach a list of core textbooks, which the question-asker in Batch 2 of the Q&A referred to as "curriculum." Attach a list of your core texts, which will suffice to address E2 (no narrative needed).

8. The directions state: The electronic version should include all required components of the proposal as one document. How do you prefer that we include the attachments in the electronic versions?

Include the attachments as Word or PDF documents integrated into the application (i.e., in the same order as you present them in the hard copy version); it is preferred that they not be sent as separate attachments.

9. Since equipment purchases must be pre-approved by CDE Grants Fiscal Management and CDE Office of Adult Education and Family Literacy, do we put it in the budget and then after the grant is awarded get pre-approval before purchase?

Yes. CDE will follow up with successful applicants regarding required revisions and/or approvals before grant awards are finalized.

10. Am I correct that the Budget portion is not printed and mailed with the hard copies of the RFP-FY15? Is the Budget a separate document sent only to Electronic_budget@cde.state.co.us?

Follow the instructions on page 5 of the RFA:

Hard copy (mailed):

The original plus 4 hard copies (5 copies total) of the **application and budget** must be received at CDE...

Electronic copy (e-mailed):

In addition to the 5 hard copies, an electronic copy of the proposal **and budget** must be submitted to: CompetitiveGrants@cde.state.co.us. The electronic version should include all required components of the proposal as one document. **Please attach the Budget workbook as a separate document.**

11. In our projection of student numbers, do you want them to be per year or for both years?

In item 7 of Part I-Cover Page, provide the numbers of learners you are projecting to serve for the first year of the two-year grant (FY15) only. These figures should match the information you provide in the Executive Summary. (It is not necessary to include projections for the second year of the grant (FY16)—but if you do, avoid possible confusion by providing separate projections for each year, clearly indicating which year you are referring to, and not combining the two years' figures.)

For more information

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

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