February 17, 2021

2021-2025 Title II AEFLA Grant Application Frequently Asked Questions

Q1. On page 11 of the Title II Competitive Grant Application Packet, it states that currently funded programs show demonstrated effectiveness by accessing data that is "reported annually through the National Reporting System and is collected via Colleague, Benchmark, and any other system furnished by the North Carolina Community College System to funded providers."
In the answer to question four on the FAQ document dated February 8, 2021, it states, "The state is unable to provide any data for completing the application, as this would be an unfair advantage. Please use locally available data to complete the table. If the data is not available locally, simply indicate that "no data is available" in the appropriate cell.
Please clarify how a provider should access data related to employment, post-secondary transitions, and disaggregated reading, math, and writing progress.
Since RPM acts as the data resource for all community college programs, why are they now unable to continue in that function? The CC system as a whole is not the pass-through agency, just the CCR Department, correct?

A. If your agency does not have the information listed above locally, please respond "no data available". The application will not be penalized. For Reading, Writing and Math include students in ABE and ASE. Students may have been assessed in multiple areas. Include them multiple times if necessary. If there is no assessment
B. information available, please indicate that the data is not available. It is at the discretion of the local program as to what degree they want to disaggregate Reading and Math data. The application will not be penalized.
C. Supplying previously applicants with data from RPM will provide them with an unfair advantage. Additionally, funded providers are required to keep all program records for five years after the end of a program year.
D. The North Carolina Community College System Office is the recipient of Title II funds; funded providers are considered sub-recipients.

Q2. In the FAQ document dated February 8, 2021, question ten asks where local providers find employment data. The guidance is to respond "no data available" for this section of the demonstrated effectiveness table. On page 11 of the application package it clearly states that providers "must also provide information regarding its outcomes for participants related to: employment; attainment of secondary school diploma or its recognized equivalent; and transition to postsecondary education and training." If programs respond with "no data available" are those programs going to be penalized?

A. The Demonstrated Effectiveness Table as it is presented on page 12 and the wording on page 11 are required by OCTAE.
B. An applicant is not determined ineligible or otherwise penalized for not providing data that is not available locally.

Q3. Will an applicant be determined ineligible or otherwise penalized for not providing data (because it is unavailable) on the Demonstrated Effectiveness Table on page 12?

A. An applicant is not determined ineligible or otherwise penalized for not providing data that is not available locally.

Q4. If an applicant submits, "no data available" in a section of the Demonstrated Effectiveness Table, will that result in the application being screened out and disqualified from receiving federal funding?

A. No, the applicant will not be screened out; however, applicants must use all data they have available locally.

Q5. We will do everything we can to pull the relevant data needed, but are wondering what exactly is meant in terms of the table being used as a "screening tool"?

A. Please refer to the explanation at the beginning of this FAQ document.

Q6. Per the FAQ's posted on Feb. 9th, the Demonstrated Effectiveness Table will be used as a screening tool to assess the applicant's ability to retrieve data that has been collected locally. Can you share the screening criteria that is being used to evaluate an applicant's response?

A. See the explanation section at the beginning of this document. Please see the Demonstrated Effectiveness Table and previous FAQ responses.

Q7. Isn't it an unfair advantage to one type of provider to say "previously funded Title II programs, follow NRS guidelines for a definition" if that same understanding/requirement is not made clear to non-previously funded programs?

A. Please see page 11. The two ways to document Demonstrated Effectiveness are required by OCTAE.

Q8. What would cause an application to be screened out?

A. There is no threshold for Demonstrated Effectiveness.

Q9. What if I am unable to provide data on post-exit indicators regarding employment outcome?

A. If it is not available locally, report "no data available." You will not be penalized.

Q10. After speaking with our local Workforce Development Board staff, there seems to be some confusion about the Title II/WDB MOU requirement. The Centralina region includes in its MOU a signatory page for each county that allows a single signer for Title II and Perkins programs. Does this fulfill the MOU requirement as outlined in the CCR Statement of Assurances?

A. Yes, as long as the designee can adequately represent Title II and Perkins.

Q11. What if my agency did not receive funding 2018-2021?
A. Please reasonably estimate the entire costs of your program (Federal and State).
Q12. There is no place to "describe the steps to be taken to comply with GEPA requirements" on the GEPA statement form. Is this a formatting issue? If not, how would you like this information provided?
A. Per the RFP instructional video, applicants are required to attach the document that explains how they will comply with GEPA requirements.
Q13. Please confirm we should be submitting documents exactly as indicated on page 33.
A. Please submit documents as described on pages 33 and 34.
Q14. Concerning budgets: please provide guidance on how to separate the federal and state funds on our budget requests given community college state funds are a 100% match. How should we allocate them differently?
A. Use the appropriate columns and lines to indicate allocation of Federal and State funds on the budget form.
Q15. Page 16, Statement of Assurances under Program Operations: Will the system office send out a list of required professional development activities so we can ensure we remain in compliance?
A. Professional Development activities will be posted throughout the program year.
Q16. Is there a particular format for submitting the instructional schedule? I assume you want to see how often and for how long classes are meeting each week. Is there anything else you need us to provide?
A. No, there is no particular format. Please include all pertinent information regarding type of class, location, duration, and number of days of the week.
Q17. In the College and Career Readiness Statement of Assurances, number eight under the Fiscal Management heading states that "all budget amendments in any budget line item from the originally approved budget must be approved in writing by NCCCS-CCR." In the FAQ document dated February 8, 2021, the answer to question 37 states only budget adjustments at 10% or higher require NCCCS-CCR approval. Will this be updated in the final version of the application package before we ask college presidents to sign this document?
A. This information has been updated.
Q18. In the College and Career Readiness Statement of Assurances, numbers four and seven under the Program Operations heading provide conflicting information. Will this be updated in the final version of the application package?
A. Yes, this information has been updated.
Q19. When will the final version of the application package be available on the NCCCS-CCR website?
A. The final version will be available February 22.

Q20. For consideration 9 the application says, "Describe the provider's staff, teachers…including teaching credentials for each one….". Do you want us to provide a comprehensive list of our employees (i.e., Jane Smith – MA English Education) or should we provide a description of the positions with required credentials?

A. No comprehensive list is needed. Provide a description of the positions and accompanying credentials.

Q21. How can a volunteer literacy organization qualify for this grant if they are required to employ a data manager, employ a full-time professional development coordinator and employ and maintain a well-qualified staff, including teachers, counselors and administrators, all as required by CCR?

A. You may employ or simply designate this position. Each of the positions referenced may be paid or unpaid. The Professional Development Coordinator may be a part-time position.

Q22. Our organization improves literacy through one-to-one tutoring, but not classes or courses, those terms being more germane to the community college setting. Does that mean we are not eligible for this program? If we are eligible, how are we supposed to respond to these questions which presume classroom/course instruction? If you view tutoring as a class/course, will that be communicated clearly to the readers/evaluators of our application so there is no misunderstanding?

A. One-on-one tutoring is an approved instructional service; some tutors provide classes or courses. The reviewers will be provided training on the application package.

Q23. How will the out of state readers be selected? How many of those readers will be affiliated with community colleges and how many will be affiliated with community-based organizations?

A. The evaluators are all state-level adult education and literacy staff, recruited through the national Coalition on Adult Basic Education and the National Association of State Directors of Adult Education. They are not affiliated with a local community college or a local community-based organization.

Q24. The package states that the applicant must employ a full-time staff member to serve as the local professional development coordinator. How many hours per week must that employee work in order to qualify as full time? Must that individual's time be devoted exclusively to professional development in the area of adult literacy? Can that person also be responsible for professional development for other programs such as our children's programs? Can that person have non-professional development responsibilities?

A. Please refer to the CCR updated Statement of Assurances, Assurance number 4.

B. The individual identified as the local Professional Development Coordinator will need to fulfill the professional development duties as identified by your organization. The person may have multiple responsibilities.

Q25. Please refer to consideration 1 on page 20 of the package. How should one respond to this question if the local plan does not identify regional needs in relation to literacy? What if the plan does not identify those most in need of adult education and literacy activities?

A. WIOA requires the local workforce development board plan to identify regional needs in relation to literacy. It also must identify those most in need of adult education and literacy activities.

Q26. Why is there no right to appeal?

A. Whether or not to allow an appeal is at the discretion of the awarding agency.

Q27. Why are written comments from reviewers not being provided about applicant responses?

A. Whether or not to allow written comments is at the discretion of the awarding agency.

Q28. Does item 2 on page 16 require that the designated employee work exclusively as a data manager? Or may they have other duties as well? How does one qualify to be a "professional member"?

A. Please refer to the CCR Statement of Assurances, Assurance number 2. The individual will need to fulfill the Data Manager duties as identified by your organization. Please reference the beginning of this document regarding qualifications of professional staff.

Q29. Does item 9 on page 16 of the package mean that every applicant is required to employ a counselor?

A. No

Q30. What are the NRS-approved certifications referred to in item 10 on page 16?

A. Please check the References and Resources Guide, page 90.

Q31. Should all the questions (other than those relating to consideration 3) be viewed as inquiries about our program in the future if we receive this grant?

A. All questions with ,the exception of Consideration three, should refer to your plan should your organization be awarded Title II funds.

Q32. Will the word count of a sample lesson plan be included in the word count limit for our response to a consideration question?

A. No

Q33. May the Data Manager position be assigned to a Paraprofessional who is trained and experienced in data management? or May the Director of the program serve as the Data manager assuming he/she has the skills relative to data management as stated in the assurances.
A. This must be assigned to a professional staff member. The Director may serve as the Data Manager.