

# Utah Adult Education WIOA Bidders Conference

February 1, 2017

## Questions and Answers

- 1. If an agency is applying for all funding options should we check all of the options on page 3 of the application?**
  - Yes, mark the type of application and all focus areas that apply. Please remember that a separate application is needed for each type of application that you apply for not for each focus.
  
- 2. Do all five copies that are required have to have original signatures?**
  - Yes, all five copies have to have original signatures, no copies allowed. Also, please make sure that [blue ink](#) is used for all signatures. The blue ink is to ensure that the readers can tell that the signatures are original.
  
- 3. Since agency space can be used as an in-kind match donation is there a standard for what we should charge for space?**
  - The agency's facility department staff should know the costs. Cost standards will vary between agencies. You could do the same type of thing with custodian fees and other related in-kind considerations. A statement from HR typically would support personal in-kind donations.
  
- 4. Can you count all volunteers for match funds?**
  - Yes, volunteers can be counted as an in-kind expense IF they are specifically assigned to this grant project. To determine what the in-kind value would be calculate what you would pay each individual if you were a paid employee operating in the same role capacity that the volunteer fulfills. There is also the Independent Sector report on the value of volunteer time that is run for every state. This report can be found online.
  
- 5. If someone were preparing lessons, would their costs be considered administrative or direct services to student?**
  - If an outside contractor or teacher from the program must be hired for special projects that require specialized knowledge, skills or abilities the stipends are to be accounted for in section C of the budget. If a teacher is preparing lesson plans as part of their teaching assignment it is considered direct services to students.
  
- 6. If multiple agencies were planning to form a consortium, would the two years past effective data be compiled as a consortium or an individual agency?**
  - Each applicant is required to submit data. All data should reflect just the agency applying for funding. Agencies planning to work together as a consortium should be noted in the context of the grant applications. Each agency's application should only

reflect what the agency will “bring to the consortium”. Keep in mind that an agency does not gain additional points for applying as a consortium.

**7. How can agencies go about collecting the data required?**

- USHE and applied technology center data as well as UTopia and program “in house” reports, America’s Community Survey data report can all be used. Work with your local DWS economist.

**8. Our agency is concerned about the demonstrated effectiveness page. We don’t have a lot of data but this page is the first “sifter” in the grant approval process. How can we ensure that we have sufficient information to pass this step?**

- Do your research, work with other agencies and collect/report as much as you can. Be specific, talk about what you can bring to the table that other agencies might not.

**9. With other grants that we have submitted, often times after we submit the application it is then sent back for suggested revisions. Would that practice still occur? Is this application a one shot deal?**

- Yes, this application is a one shot deal. Once you submit the application it is final. During the writing process please refer to the Reader’s Resource Packet on page 20 to the scoring rubrics. These may be of help to you. You will be notified at each step if your application is moving on or if it has been rejected.

**10. Is OCTAE and the Utah State Board of Education going to develop methods to monitor/share the outcomes of WIOA? Are the monitoring parameters going to be built into UTopia?**

- We are not sure yet. There are still a lot of questions around WIOA reporting – what will be contained – what can be reported to programs as program outcomes while maintaining student level privacy. With this being a completely new law there will be a learning curve for all involved.

**11. What if a student comes in and they don’t want to join the workforce?**

- The intent of WIOA is movement of people to employment or post-secondary training. Accept students where they are at the point of entry. They may not see themselves in a post-secondary or training program or in employment. However, the goal from WIOA interventions is to guide the student to the next steps in self-sufficiency. Programs must **offer** all students the tools and opportunities to take the next step in a career pathway. There are starting points all along the way. Please refer to Appendix B in the Grant Application that says, “Not all students are required to participate in an IET whether by need or skill level. It is perfectly fine to integrate the other 8 literacy activities to prepare students to participate in IET.” Appendix C says in the Notes: “1.) Not all students receiving educational services under Section 243 will require employment related services and therefore may have no need to be co-enrolled in occupational training. 2.) Some students who have employment-related needs may not be adequately prepared for IET and may benefit most from more basic educational services in preparation for IET.”

**12. What if post-secondary education or employment is not necessarily the next step, how would programs that are primarily ESL programs approach this?**

- Remember that our learners do not enter the programs at the same entry points. Remember that we must provide encouragement to the students. If you have students who do not want to enter post-secondary or training opportunities or employment because they are not ready that is okay. However, programs must have career pathways available for all students.

**13. Is there a WIOA local plan and a state plan?**

- Utah's WIOA state plan is the local plan as UT is a single service state.

**14. Are we allowed to call and ask questions?**

- Yes of course. All questions asked will be posted and will be available to everyone.

**15. Is there any "wobble room" on people who are not effectively qualified?**

- For full points on the application Adult Educators must be well-trained (qualified) with the credentials that the state has defined in the application and in Board Rule R277-733-(4)-(J-L).

**16. Can a job description instead of a resume be attached to our application if we are creating a new position?**

- Yes

**17. Testing is a direct service to students, proctors are not always teachers what are the requirements for their qualifications?**

- NOTE: change in response from Bidders' conference: persons administering qualifying exams do not have to be qualified as a teacher, counselor or administrator. They may be a para-educator or in some cases a volunteer. Please re-read the descriptor of Qualifications for Staff on page 26 of the grant application for further clarification of WHO must be well-trained and what the state's minimal standards are in meeting the definition of well-trained.

**18. Does staff administering the TABE or ELL assessments need to have a bachelor's degree?**

- No, not necessarily, only if they are paid out of this grant do they need to be highly qualified.

**19. If we have para-educators working in our program can they be funded through this grant?**

- Yes, if they are employed as a para-educator and they have the responsibility of teaching they would have to meet the state's definition of well trained – see page 26 of the grant application for the definition. If you are in a situation of having a para-educator who is working on their bachelor's degree who is teaching you may expound on the situation defining when they will complete their college degree, what their responsibilities are etc. and the question may receive partial points for the response.

**20. On the employee staffing sheet, how do we indicate that a director has responsibilities in multiple areas of focus?**

- If a director is to be paid from the AELFA funds then you will need to declare how much of their time is spent in ABE, ELL or AHSC services. You may have more than one line of salary and benefits attached to this position.

**21. How is FTE calculated for this grant?**

- FTE is not the typical FTE that you may be used to. It is percentage of time spent on this project. Therefore, if you had a part time person paid entirely out of this grant their FTE would be 1.0. If you had a part time employee, who only half of their salary is paid out of this grant their FTE would be .50.

**22. Is the vision for the one stop center to be located at DWS?**

- Yes, the One Stop Centers will be located at the local DWS offices. Reach out to see how you can co-locate and serve shared clients, provide education information to inquiring clients etc.

**23. There seems to be a lot of resistance from DWS for co-locating, of our services how do we overcome that?**

- If you come across issues contact Marty Kelly for assistance. Consider asking the DWS office "If you won't come to me can I come to you?"

**24. What kind of MOUs do we need to submit with this grant?**

- MOUs are not needed to be submitted with the grants.

**25. If an agency has time scheduled at a DWS location to consult and advise prospective perspective students is that considered administrative time?**

- Yes, marketing is administrative but if you are doing intake and orientation then the activity is considered direct services to students.

**26. What is the difference between the funding we have been receiving for ELCivics and the WIOA 243 funding?**

- This section of money will be allocated separately from our BASIC funds. The funds must be competed.

**27. Would we be advised to apply for both the ABE BASIC grant and the Section 243 funds?**

- Yes, apply for both grants as appropriate. Pay attention to the program criteria and expectations within the service focus as there are subtle differences.

**28. If you are wanting to only provide services to one focus area of the grant do you still have to fill out the whole grant application and what should we put on the intensity of services?**

- Yes completing the entire grant application is required for any service focus that you are interested in requesting funding for. The intensity of services section must be completed for the service focus area(s) that you are competing for.

**29. Will P&I be an option with state money also?**

- State Corrections funding is only available to programs that have a correctional facility that houses Utah Department of Offenders – state offenders. The AEFLA P&I funds can be used to serve both county and state offenders.

**30. Are the attachments pertaining to Community-Based Organizations (page 40 of the application), to be submitted at the time of the initial application submission?**

- No, you only submit them if you are approved for a grant.