

ICCB Adult Education and Literacy Continuation Plan FAQ **5/18/2016**

When using employee salary as match- I am assuming we should only use the percentage of time they spent working on AEFL activities as the match. Example- We have staff that provide daily oversight of the program, they have multiple responsibilities, and they are not paid anything out of the grant. I'll use the example of the LTC, LSC Director, she spends an average of 10% of her time on AEFL activities. I assume we only count her as .10 FTE. In the past we have counted her as 1.

You should only be charging the amount of AEFL work done by a staff person to the grant. If a staff person's work is only 10% AEFL grant, .10 would be the amount you charge. 1 would mean all her work is with the grant.

Over the past several years the total number of students we have served as a district has continued to decrease slightly each year. However, we continue to estimate we will assist the number of students we served a few years ago (450 unduplicated headcount). This year our total headcount is 341. Are we tied to any outcomes or funding with our estimates? Will it hurt our application to reduce our estimated number of students we anticipate to serve?

Estimates will not hurt your application. We would prefer that you be as accurate and honest as possible as to what you are able to serve.

On the form "Agency Information," it asks for FY16 Allocation. Should we write down our total Federal Allocation (Federal Basic and EL/Civics)?

Yes, provide the total amount of Federal Money allocated to your program in FY16

Must staff names be included in addition to staff positions and their relationship within the unit?

No, staff names do not need to be included on the Organization Charts

I'm attempting to start some of the Excel Spreadsheets and the agency name is locked. It is asking for a password.

Yes, all of the sheets are password protected. There are specific places to enter in Provider information that will carry the information provided throughout the workbook.

This is my first time filling out the Continuation Plan for Adult Education. As I'm looking over our FY15 plan, I see there is a 'Budget Narrative' for each of the funding sources. But I don't see a Budget Narrative for the FY17 Continuation Plan. Am I just missing it, or is that not a requirement for this year?

The budget narrative will be required as part of the Post-Allocation budgeting process. It will not be a component of the Continuation plan.

In the budget workbook, we click "yes" to applying for State Performance funds on the master page, but it does not automatically populate the appropriate cell on the actual State Performance page.

You are correct, there is a glitch in the budget workbook sheet and the information does not carry over to the Performance budget. It will not impact your ability to complete the workbook but a revised edition will be published at the soonest possible date.

I am working on the grant under the I-pathways #s is this duplicated students. The verification report says more students than we have actually had in the fiscal years 2015-2016. Is this the number I use?

There appears to be an error in the calculation – you can double check the number by using the advanced search feature in DAISI to verify the total number of iPathways students.

Do I need to send only the original or the original and 2 copies?

One original and one digital copy are all that are required for the FY17 Continuation Plan

Need position descriptions be provided?

If there are new positions, please provide them in the Narrative question addressing planned program changes for FY17.

We are a CBO that has used the IET model for several years. Should we indicate the number of students we serve with this model? Since this model is required by WIOA how might we indicate compliance as well as the number of students served?

Yes, please include this total on the Bridge, iPathways, STAR and IET tab of the workbook

This page will not work (Service Ratio and Org Charts tab) I have put in my numbers and it will not generate the FY17 estimated projections.

The numbers from the Agency Information page must be entered before the tables can be populated on the Service Ratio and Org Chart tab.