FY24 ESL Expansion Grant Frequently Asked Questions

1. Expenditures for wrap-around services related to English language learning are allowed. Would this include on-site childcare for adult learners who are completing classes?

Answer: Yes, this would be an allowable expense because this would provide wrap-around services. It is important to properly track the funding used for wrap around supports to ensure the child-care is provided at the times of instruction.

2. Can a program purchase a van to provide access to services for the ESL asylum-seeking student population?

Answer: Yes, if you only use the funds for eligible adult learners. Please also note if you would or would not be charging a fee for transporting students.

3. For the Application Narrative components, is there a form to use? If there isn't a form, should we simply submit a Word document?

Answer: There is not a form to use for the Application Narrative. Please submit a narrative of no more than 3 pages, preferably on a pdf document that includes the following 3 sections: Statement of Need, Services to be Provided, and Overall Project Goals / Indicators of Performance.

4. Is there an information session for this grant?

Answer: No, there will not be an information session. Please make sure to carefully read the NOFO as the grant expectations are laid out.

5. Are we allowed to buy supplies with the College, CBO, or School information and logos that the students can keep, such as backpacks, pens, pencils, and notebooks?

Answer: Instructional supplies are allowable. Students can be provided pens, papers, notebooks, etc. However, backpacks are not allowable because they are not instructional supplies and we can't give students items like this to keep.

6. Can we buy marketing supplies "goodies" like tote bags, water bottles, and other useful supplies with the College, CBO, or School logo?

Answer: No, these are considered a "swag" item and are not an allowable expense.

7. Can we buy instructional software?

Answer: Yes, for purposes of ELA instruction.

8. Can we pay consulting fees to help us translate?

Answer: Yes, this is allowable. At this time, it is the instruction that must be in English.

9. Can we buy laptops, projectors, and projecting screens to set up mobile classrooms?

Answer: Yes, because this promotes teaching in a mobile capacity in order to meet the needs of the mobile asylee/migrant/refugee population.

10. Will the data be reported in DAISI and will the data be combined with our regular Adult Education grant? We have been serving some migrants, but retention has been very difficult as they are seeking work and often are relocated.

Answer: All students served in Title II must be entered into DAISI. This funding can be used to provide wrap-around supports to help retain learners.

11.Does the new funding require that the new classes be exclusively for migrants, or can the funding be used for classes with majority migrant students?

Answer: This funding is to address services for English Language Learners, so all ELLs can be served. However, funds do not need to be tied to Adult Ed instruction and can be used to provide wrap-around supports (counseling, transportation to and from classes, instructional supplies).

12. We have locations in 2 different APCs, so are we considered 1 provider or 2 different providers for the sake of the grant?

Answer: You are considered 2 different providers.

13. Can you confirm if SURS retirement benefits are an allowable expense for this grant?

Answer: Yes, it would be placed on line 2 of the Uniform Budget template "Fringe Benefits."

Identify the fringe benefits to be charged to the grant in accordance with 2 CFR 200.431. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only to be for the personnel listed in the Personnel category and only for the percentage of time devoted to the project. Provide the fringe benefit rate(s) used and a clear description of how the computation of fringe benefits was done. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position.
Programs are allowed to charge the employer's contribution of State Universities Retirement System (SURS), State Employees Retirement System (SERS), or Teachers Retirement System (TRS) or other pension benefits on these budgets.

14. Will we need to track the migrants/refugees/asylees separately for this grant?

Answer: No, you wouldn't have to track migrants/refugees/asylees separately for this grant. You would track in DAISI as you normally do.

15. Will the requirements for proof of address/verification documents be held the same as currently the case for our other adult education students? This is particularly challenging for migrants and refugees.

Answer: The ESL Expansion Grant provides applicants with more flexibility in services proposed, including ESL instruction or even wrap around supports that aid in retention. All students served should have an intake with an address. If a student is homeless, they may use the shelter or hotel address. If they don't have an address, it is possible to use your program's address.

16. If a provider provides wrap-around support that involves covering the cost of legal services that may be needed for participants, would it be under the budget line Contractual or Grant Exclusive Line Item?

Answer: This would fall under <u>consultant</u> professional services or <u>contractual</u> services, depending on the specific nature of the legal services. If the legal services involve providing expertise, advice or analysis, it may be categorized as consultant professional services. However, if the services include the execution of specific tasks or deliverables, it might be considered contractual services.

17. If the instructors get paid bi-weekly through the term, so the total actual expense would not have occurred at the end of the grant period. In this case would I need to prorate the salaries that will be paid by the grant end date?

Answer: Yes, you will have to prorate the salaries in order to pay the instructor by the grant's end date. This grant is unique in that the cycle will run April 1, 2024 – March 31, 2025, therefore, you will have to project the expected salary of the instructor and the expected hours of the instructor and pay that instructor within this grant cycle period.

18. We want to buy laptops and iPads with this grant to be used for registration purposes. They cost less than 5K and will last more than a year. Do they go under the equipment or supplies budget line?

Answer: The laptops and iPads should be used for registering the New Arrival ELL population. These items can go under the budget line: equipment because they will be used for registration. If using the laptops for instruction, they would go under the supplies budget line.

19. In formatting for the ESL Expansion grant, three pages double spaced does not allow for a lot of information. A table or a chart is encouraged for the program plan activities section. Do we need to follow the double spaced 12 font guideline for the table?

Answer: Yes, we do need to have providers follow the double spaced 12 pt. font guideline.

20. Where do I find the SIUE Index of Need information?

Answer: Go to this link and you will find the SIUE Index of Need information here: https://www2.iccb.org/data/research-tools/district-census-data/

21. Regarding the budget and the indirect cost, are supplies the students will use considered indirect costs?

Supplies are, for example, a consumable good (like notebooks, pens, etc.) that students or instructors would use and would fall under **<u>direct costs</u>**. Indirect costs would fall under an administrative cost, like utilities, facilities maintenance and upkeep, administrative supports and costs.

22. What is the approved max of indirect cost for the ESL Expansion of Services Grant?

Answer: These are state funds, subject to GATA, and a program may use either their Negotiated Indirect Cost Rate or their De Minimus rate.