

Nebraska Adult Education

[Program Year 2022 Grant Application Frequently Asked Questions FAQ](#)

Q: Do we need to request the grant application in writing?

A: Yes. The application will be sent to applicants by email. Applicants can request the application through an intent to apply notice or during the two-week application period.

Q: How do we request the grant application?

A: Intent to apply notices should be emailed to: nde.adulteducation@nebraska.gov during the intent to apply period. Beginning February 22, 2021, grant applications will be emailed to those who submitted an intent to apply notice. Also beginning February 22, 2021, a two-week application period opens in which applicants can still request the application. The application period will end on March 5, 2021.

Q: Do I send an intent to apply AND a request for the application?

The Intent to Apply period was open February 5 through February 22, 2021. The Application Period began on February 22 and ends on March 5, 2021.

Submitting both an intent to apply and a request for application is not necessary, only one is required.

Requests for application may be submitted to nde.adulteducation@nebraska.gov

March 5, 2021 is the last day to request the AEFLA Grant Application. No requests will be accepted after that date.

Q: How do funding amounts compare to previous years?

Although we do not currently have the official amounts from the United States Department of Education, Office of Career, Technical, and Adult Education, we are anticipating a slight increase in appropriation for Nebraska AEFLA funding for the 2021/2022 program year.

Q: Are formulas acceptable in the workbook?

The Excel budget workbooks have formulas already added, where applicable. The Budget Instructions worksheet identifies which worksheets are formulated.

Q: Can you describe the scoring process?

The scoring rubrics are posted under Grant Resources on the Nebraska Adult Education website:
<https://www.education.ne.gov/adad/grant-resources/>

All applicants should carefully read the instructions in the application(s).

Q: If needed, could the program submit grant applications with electronic signatures?

Electronic signatures are acceptable.

Q: Performance Improvement and Transition Coordination: If this will be a new position, do we need to complete questions 1 – 3?

All questions must be answered. If the institution has not yet hired for this position, the applicant must address how they will fill the position to meet the qualifications required.

Q: Page 12: Transition Outcomes – Since the first complete year of data is PY20 in LACES, how do we obtain table 5 for program year 18 and 19? As of right now, the information in LACES is all zeros. If we go to AIMS, we get an error.

Programs must submit the most accurate and complete data available for each category.

Q: Are there any changes in terms of allowable or non-allowable costs?

Information about allowable costs is included in the AEFLA Grant Information Package.

Q: If we use the NRS Data table, do we need to keep the page that has the table for those to enter without NRS data on?

No part of the application may be omitted. All questions require a response.

Q: We will complete Attachment 3 in the application, but should the budget spreadsheet submitted with our application reflect the Local Administrative Cost of 5% or the rate for which we would like to negotiate?

A: Budgets submitted with the application should reflect the administrative cost requested by the applicant. Administrative budget requests over 5% require the submission of Attachment 3.

Q: As a past grant recipient, we have most of the Attachment 2 Instructor forms completed by current instructors. Do you prefer to have new, updated ones completed?

A: A PY22 Adult Education Instructor Form with updated information is required for each Adult Education Instructor.

Q: Our program does not have a “Performance Improvement and Transition Coordinator”; while most of these duties are being done, they are not done by a single person. If we need to have a new position/hire, is there funding through the AEFLA grant to cover this position?

A: As noted in the application, the Performance Improvement and Transition Coordination duties are a requirement and must be assigned to one staff person. Job duties may be assigned to a new position or incorporated into the job duties of a current administrative coordinator position, if applicable.

This grant application is a program’s opportunity to apply for AEFLA funding to cover necessary positions.

Q: Our program has four Coordinator positions that are funded through our organization; these staff do work for the program. Do they need to be listed and described in the grant application along with the other jobs/descriptions?

A: All staff serving under Nebraska Adult Education program should be included in this application.

Q: NDE established a policy that instructors for an AEFLA funded program must have at least a Bachelor’s degree. If our program hired an instructor prior to this policy being implemented, can that person continue to teach for us?

A: Nebraska Adult Education will accept waiver requests for staff positions on a case-by-case basis. Requests can be submitted with the application as an attachment.

Q: Can we include in instructor pay “plan time” or “collaboration time” in addition to instructional hours?

A: Information regarding planning time is included in the Budget Instructions.

Q: Are we required to apply for 243 funds if we are applying for 231 and 225?

A: No, applicants do not have to apply for 243 funding.

Q: If we are not required to apply for 243, can we still develop an IET as part of 231?

A: Yes, Integrated Education and Training is an allowable activity under 231 and 225 funding. IET is a required activity under section 243.

Q: Does our agency need to renegotiate the Administrative percentage if it is greater than 5%?

A: NDE is hosting an open competition for AEFLA funding. Budget negotiations for previous grants are no longer valid. To request budget negotiations, use the form attached to the grant application, Request to Negotiate Local Administrative Costs.

Q: If our Administrative percentage is greater than 5%, do we develop the budget for this grant application using 5% or using our previously negotiated rate?

A: Budgets submitted with the application should reflect the administrative cost requested by the applicant. Administrative budget requests over 5% require the submission of Attachment 3. Budget negotiations for previous grants are no longer valid.

Q: Negotiating administrative costs- how do we pay for the new position, with the 5% cap on administrative cost?

A: In cases where the administrative costs limits are too restrictive, applicants may submit Attachment 3: Request to Negotiate Local Administrative Costs.

Q: On the attachment 2 for instructors, it says “personal email address.” By “personal” do you just mean the email address specific to that employee and not a general institution email address?

A: The request for a personal email address is requesting the staff person’s email address that is not associated with your institution.

Q: Performance Improvement and Transition Coordinator position- Can you clarify how this is different than Coordinator/Data person?

A: As noted in the application, the Performance Improvement and Transition Coordination duties are a requirement and must be assigned to one staff person. Job duties may be assigned to a new position or incorporated into the job duties of a current administrative coordinator position, if applicable.

The person with these job responsibilities will receive specific training and serve as a local program trainer for performance improvement and improved transition activities to assist the Program Director in overall program performance.

Q: Are current teachers continuing to be "grandfathered" into our grant if they don't have a Bachelor's degree? (We understand all new hires will need to have a Bachelor's)

A: Nebraska Adult Education will accept waiver requests for staff positions on a case-by-case basis. Requests can be submitted with the application as an attachment.

Q: Aligning to Local Workforce Board Plan- where do we find this plan? What if the local plan is not ready?

A: Local Workforce Board Plans that will be in effect for PY22 have been written and are currently out for public comment. NOTE: Local Plans for July 1, 2021 through June 30, 2025 have not been approved, therefore all AEFLA funding applicants will write to align with the current local plans. Local plans for the three workforce areas are published on the Grant Resources page of the Nebraska Adult Education website. <https://www.education.ne.gov/aded/grant-resources/>

NOTE: Only general inquiries for clarification are included in this FAQ.