

## FISCAL Questions:

### General

- Personnel tab - how do we show if one person is working direct instruction (90%), student services (5%) and general admin (5%)?
  - **Time will be split up amongst each tab and can be split by percent. There is also a check box that factors in the Direct Instruction lines.**
- Can you describe what expenditure reports will look like? For example, in the past, if we had instructional salaries that were unspent, those dollars could be spent in instructional supplies without a budget modification.
  - **Expenditure reports will have a line for each specific tab from the budget, personnel, fringe benefits, etc., and any variation from those lines in excess of 10%/\$1000 of the line total will require a budget modification.**
- Will the final new "post-allocation" budget require more details than what is included in the current budget?
  - **Only updates dollar amounts or any programmatic required changes to the budget.**
- Using this new budget form, there is no quick way to determine if we follow a 45% minimum for direct instruction. How is ICCB going to check this?
  - **The Direct Instruction is calculated automatically from the drop-down Yes/No boxes and is calculated on Tab A at the bottom of the sheet. There will be a message and a percentage there that show whether or not the 45% has been reached.**
- If you're going to use FY22 budget to base pre-submission budget allocation, are we to assume nothing greater than level funding will be provided?
  - **The allocations are based on a funding formula outlined in the Adult Education Provider Manual. We suggest using FY22 allocations as a guide while we work through the funding formula. This suggestion does not guarantee level funding or limit potential increases of funding. It is a recommendation to help you begin your planning.**
- To get all the internal approvals and signatures we have to complete our grants (and budgets) well before the June 10th due date. Will the decision about allocations be sent by a certain date so we know/and can do the work in the budget spreadsheet in time?
  - **We cannot give a firm date on when allocations will be released. Once they are released, you will have an opportunity to modify your submitted budget.**
- Therefore, there IS NO CAP for Direct Program Support? Please confirm.
  - **Direct Program Support will not be a budget category on the template for FY23.**
- I was one of the people who asked for the 25% cap to be lifted but if now I have to use 10% that is not helping. What can I do?
  - **The directions on the Budget tabs will help you identify where to place specific budget items. Please work with your Fiscal staff to help with this budget and if you need additional supports, reach out to your Regional Support. We will be able to answer program specific questions.**
- Is there a cap on DIRECT administrative costs?
  - **No, although there is no explicit cap, the budget will be reviewed and approved.**
- For Section B (Non-State) Match - Do we just provide the total number without narratives?

- **Section B is the match amounts that the grantee will provide. There is now a space for narrative on the template.**
- Those sheets for personnel time only allow daytime hours. We run our program at night.
  - **The Personnel tab is based off of the percent of time that an individual spends working on the grant project, no matter daytime hours or night hours. Additionally, we will release an updated Time sheet that includes evening hours.**
- So, if I understand correctly, Improvement of Instruction, Data, Administration lines would NOT be capped.
  - **The categories in the new budget are aligned differently so there are not specific categories for Data, Improvement of Instruction. Most administration will go either in Personnel or in Indirect/Local Administrative.**
- Does there need to be match dollars allocated to every budget item or can it be in some lines and not in other lines?
  - **The match amount must equal to 25% of the entire grant amount, it does not have to be in every budget line.**
- Can you send a sample of completed budget template for one funding source to use as a guide?
  - **One has been created for distribution.**
- If we provide transportation assistance to students, do we put that under the travel line or the supplies line?
  - **For staffing, the transportation of students would be budgeted either in personnel or contractual; if this is being done in house (by the grantee) then supplies (gas) and miscellaneous may also be relevant. Travel tab is for the grantee staff travel costs.**
- Do we need to break down into lines like Social Work, Guidance, Transportation, Literacy services any longer?
  - **No, the new template does not have those categories.**
- Could you provide some examples of where in the budget traditional-type AE roles would go? For example, would a data-entry staff person be placed under the personnel tab, direct admin or indirect? What about a program manager, testing staff, transition specialist, etc.? Does the de minimis rate limit apply just to indirect or does it apply to direct admin as well?
  - **Staff can be placed into various categories depending on percentage of their time spent on that portion. For example, an instructor or administrator that spends 90% of their time on Direct Instruction Personnel, could have the remainder or another portion charged to another budget line.**
- if we will be hiring a new staff, do we just put "new hire" in the name position?
  - **New Hire or TBD are acceptable.**
- Please provide more clarification on not needing to breakout staff by budget area/line items.
  - **There are a few tabs where staff can be broken out. The main area is the Personnel tab, as well as the Indirect/Local Administrative tab.**
- Can we put the job title instead of a name or TBD? With staff changes the names made some things previously very confusing.
  - **The title may be added but names or TBD are important for understanding the proposal.**

- You mentioned that fringe benefits will calculate automatically. How do we account for IMRF benefits that are part of our fringe benefits? For example, if we have a 20% part-time fringe rate and a 12.32% SURS rate, would we indicate 14.32% as our rate?
  - **You set the fringe rate and note what's in it (health insurance, IMRF, etc...) in the narrative.**
- Where does the total generation amount show in this new budget?
  - **Generation is based upon actual student enrollment, which isn't in the budget. The amount attributable to direct instruction is shown at the bottom of Tab A.**

#### Negotiated Indirect Cost Rate / De Minimis Rate

- What is the negotiated indirect cost rate for administration? As an LEA, we do not use indirect cost.
  - **Indirect costs represent the expenses of doing business that are not readily identified with a particular grant but are necessary for general operations. Costs like heat, light, accounting and other administrative personnel might be charged directly if little meters could record minutes in a cross-cutting manner. Grantee receiving Illinois grants would typically record this in the GATA system through the grantee portal.**
- I thought State Performance did not have % restrictions on de minimis rate?
  - **Correct. Only the federal award has the limit through the 95% requirement for direct instruction.**
- I'm hazy on what indirect costs are. (We haven't submitted indirect costs in the past.) And I don't understand the term "de minimis rate." Can you please explain what these costs and rates are?
  - **The de minimis rate of 10% is an option that grantees may elect in the state's GATA grantee portal. The 10% De minimis rate may be elected by an organization that has never received a negotiated indirect cost rate. This is consistent at the state and federal levels.**
- If our indirect cost rate is higher, can we still use the 10% rate?
  - **The 10% de minimis rate may be used for the budget if the negotiated indirect cost rate is higher, yes.**
- Are we REQUIRED to take indirect costs?
  - **Indirect Costs are not required to be taken and may be voluntarily waived.**

#### Indirect /Admin Rate

- Do we need to put an indirect cost in our budget? In the past, we never did. We always followed the maximum rate for Direct Program Support for Fed Basic, Fed IELCE, and State Basic.
  - **Indirect costs are not required. Going forward, there is no longer a Direct Program Support budget line item.**
- For State Basic, we'll use our negotiated NICRA rate. Above that, what will be the cap on Program Support?
  - **Program support is no longer a budget line category. There is a cap between Local Administrative, and Indirect Costs combined. Budgets are approved by state staff so while there is no express cap, a budget with too much support may be questioned.**
- Are you using the term administrative costs and indirect costs as the same?

- **No.**
- Does the de minimis rate / negotiated indirect rate apply to performance or just to state basic?
  - **The de minimis rate can be used for both state basic and performance.**
- In the past, the limits were based on program support costs rather than indirect cost rates. Are we now saying those are the same thing? For example, data entry and staff development were in program support but wouldn't necessarily fit the definition of indirect. If everything included in program support is now considered indirect, this cuts our allowance by half (from 20% to 10%).
  - **Direct program support costs are not indirect costs.**
- It looks like there needs to be a clarification about the indirect cost versus the direct program support maximum rate. Are they one and the same? or do we put an indirect cost PLUS USE THAT FOR budgeting for Direct Program Support personnel and activities?
  - **Direct Program Support is no longer a budget category. Direct program support is not the same as indirect cost. For Federal Basic, the 5% not spent on direct instruction would include a combination of costs associated with Local Administrative, and Indirect costs.**
- Can we use a lower rate for indirect cost than either of the rates discussed?
  - **Yes, a lower indirect cost rate may be used; indirect costs may also be waived.**
- Do we have to use an indirect cost or de minimis, or can we just skip it?
  - **Indirect Costs are not required, there is a check box option of Section A – ICI to declare no reimbursement of indirect costs.**
- Is the De Minimis Rate 5% or 10%
  - **The de minimis rate is 10%.**
- But do we HAVE TO claim the de minimis rate if we don't have a negotiated indirect rate?
  - **Indirect Costs do not have to be taken at all**
- We haven't submitted indirect costs in the past. And I don't understand the term "de minimis" rate. Do I have to use indirect cost? Is this required?
  - **The de minimis rate (10%) is a base rate. Indirect costs are not required.**
- Is the cost of supporting the comprehensive AJC included or excluded in indirect cost?
  - **Indirect costs are not budgeted by item. For Federal Basic, the one-stop partner responsibilities are part of local administrative costs and would be included in the 5% not budgeted for direct instruction.**
- Is the NICRA the same for everyone in the state?
  - **No, a negotiated indirect cost rate agreement (NICRA) is different for each grantee.**
- Please clarify if indirect costs are "required" this year. Our college does not usually request these funds when submitting grant applications.
  - **Indirect Costs are not required**
- Providing an example of how to apply a de minimis rate in the budget would be helpful.
- **The de minimis rate is applied into the rate section of the indirect costs tab**

#### **PROGRAMMATIC Questions**

- Do we need to have an ICAPS for FY23 for the AEFLA renewal or do we need to provide a connection to an ICAPS program?

- In FY23, all programs must have an active Bridge program and an active ICAPS program. If you're program approach is to partner with another program to offer ICAPS, we will want to see active engagement and partnerships, not simply referring learners to another program. If that partnership exists, and can be clearly documented, that will suffice.
- When you talk about ICAPS—does that include an IET?
  - ICAPS are Illinois' versions of IET. They are the same thing.

#### **SUBMISSION Questions**

- Do we need to remove the original AEFLA components from the IELCE narrative and simply leave the IELCE only original responses?
  - **We have separated the IELCE from the Basic Grant. For the narrative updates, simply address the questions using the Narrative Guides on the Grant website.**
- If we updated our work plan(s) since the original submission, we use the updated ones for the renewal app, correct?
  - **It would be advised that you create a new workplan for FY23.**
- To clarify - is the Work Plan a new document, or do we annotate last year's
  - **It would be advised that you create a new workplan for FY23.**
- The signature page still has FY22 on it. Can that please be updated?
  - **It has been updated. Please make sure you clear your cache to ensure you have the most recent documents.**
- I have both AEFLA and IELCE grants. Do I need to submit the Internal Control Questionnaire and Programmatic Risk Assessment for both or is once enough?
  - **These only needs to be completed once. Other grant programs may need their own programmatic risk assessment. The ICQ on the GATA portal is only completed one time.**
- Because of the 25-page limit, we addressed the IELCE questions with the assumption that what we wrote for the general grant was read and considered just before the IELCE sections. When we make modifications with track changes, should we include the essential excerpts from the AEL text underneath the IELCE questions?
  - **Please use the Grant Narrative guides to address the specific questions in the Basic Grants and the IELCE.**