

2017-19 RFP
Q&A
Updated 12/14/16

Q. The RFP lists ABE Service Area Projected Allocation on page xii. Does this allocation amount include only the federal D&E, C/I and IEL/CE grants, or all grants (ABE and GAE)? Page xiii says that funds under this RFP shall supplement any state funds, so I am reading that this allocation amount is just federal money, and we should also apply for ABE and GAE funding separately and on top of this allocation amount. Am I reading that correctly?

If so, will there be new award letters sent out for state GAE and ABE funding?

A. Through the RFP, an applicant can apply for all grants- ABE, GAE, D&E, IEL/CE and C/I. An applicant can apply for some or all of the grants within the 2017-19 RFP application process. The funds listed on page xii are ABE only, the minimum funds the service area can receive. An applicant may receive additional funds from GAE, D&E, IEL/CE, and/or C/I based on the application and availability of funds.

Q. On page xi, there is a statement that D&E funds are for “instructional services for students at any of the NRS levels.” Does this include ASE Low and ASE High?

A. Yes, D&E funds can be used for instructional services for students at any NRS level, including ASE Low and ASE High.

Q. The ABE projected allocations on page xii total over \$10 million. Approximately how much will be available for GAE funds? D&E funds?

A. Based on last year's figures, approximately \$7million will be distributed in GAE funds. For D&E, we have to wait until we receive the federal award (historically this has been approximately \$5million).

Q. On page xiii, it is stated that performance level projections and budgets submitted in response to the RFP should cover July 2017-June 2019, but pages 3-4 only reflect one budget year. When will the 2018-19 budget be submitted?

A. Only the projected budget for 2017-18 should be submitted with the RFP application. The budget for 2018-19 will be due May 2018.

Q. Can you clarify the Applicant Requirements statement on page 17? Is there a projection on what these costs will be per workforce board region?

A. According to WIOA, Adult Education providers are required to contribute to the infrastructure costs of the one-stops within the service area. Costs will be determined in coordination with DWS and other partners within the one-stop. You will need to directly work with the LWDB and one-stop center.

Q. On page 21 under the Applicant Requirements section, is there a standard MOU agreement available to use? Also the second statement in that section is unclear. Can you clarify it?

A. Currently, there is not a standard MOU; however, the LWDB may have previous MOUs or can provide guidance.

One stop locations are required to go through a certification process. Awardees will be required to participate in this evaluation and are expected to provide services within the one stop.

For more information contact the LWDB.

Q. Do applicants submit separate budget pages and narratives per grant (D&E, ABE, GAE, etc.) for each county served?

A. A separate budget and narrative must be submitted for each grant. For GAE and ABE only, the budget narratives must be for each county served. A composite narrative for each grant is required for D&E, C/I, and IEL/CE.

Q. Do pages xii, 1, and 2 all need to be submitted as the "Intent to Apply"?

A. Only page 2 needs to be submitted for the Intent to Apply.

Q. Should be "Contact Person" be the Adult Ed Director or the LEA Administrator (I know the LEA Administrator signs this intent)?

A. The contact person is the LEA designated individual.

Q. Do Literacy Councils have to have 4 personnel/ staff positions or can 2 staff members have 2 titles (pg. xviii) - can the Adult Ed Reporting Information Systems Specialist also be the Intake Specialist?

A. Roles may be combined

Q. Does the Adult Ed Reporting Information Systems Specialist salary go under the Administrative portion of the budget or Instruction?

A. The AERIS Specialist is categorized in 02b or 02d.

Q. In order to receive funding does a Literacy Council have to have a workplace/job training program already in place?

A. No, but they should describe their plan within the RFP to establish a workplace/job training program within the 2017-18 program year.

Q. Can a literacy council request any state grant funding or nothing at all b/c of GAC funding?

A. Literacy Councils are only eligible for federal funds- D&E, C/I, and IEL/CE because they receive GAC funding.

Q. We serve students from 7 different counties, but I will only be requesting funding for 2 counties. Do I need to do 2 separate applications or just 2 separate budgets?

A. Only 1 application is needed. If you are applying for multiple service areas, you will still only need one application and check each service area applied for within the RFP.

Q. The RFP application is very protected, and I understand why. However, there is called for certain formatting, but we can't change or see if the formatting is correct... New Times Roman, 12-point font, and double spaced. I can't format my paragraphs to make them double spaced.

Is this going to be a problem if everything is single spaced?

A. The locked formatting of paragraphs will be acceptable.
An updated version of the form will be updated on the website to allow for double-spacing this week.

Q. Is there a recommended procedure for determining the number of proposed students served within a county?

A. No, there is no recommended procedure.

Q. Are previous numbers served listed anywhere, or do we have to use survey data to make the projections?

A. An applicant may use a variety of sources, such as the census data or American Community Survey as well as information from the Local Workforce Development Board (LWDB).

Q. Do we just submit the Notice of Intent to Apply form on Page 2 (single page) of the application by December 23rd or are there more pages that need to be attached?

A. Only page 2 needs to be submitted for the Intent to Apply and the LEA needs to sign the Intent to Apply indicating they are interested in becoming a provider.

Q. What type of eligible provider do we claim if our current LEA is a college? What if we are a Literacy Council? What if we are an Adult Ed Program? Would we identify as an LEA, Institution of Higher Education, a Non-Profit Institution, or Volunteer Literacy Organization, etc.?

A. The entity, or LEA, that signs off on budgets and has agreed to be the fiscal agent is the type of eligible provider. If your current LEA is a college, then you would check Institution of higher education.

Q. How does the combining of counties affect Literacy Councils and Adult Education Programs when 2 or more similar programs already exist in the counties that are to be combined? If more than one Literacy Council currently exists in the counties that are to be combined, would each literacy council submit a proposal for the combined counties or reapply for just their current county?

A. The LC would need to work collaboratively with the Adult Education program and/or another literacy council. Each applicant must submit a RFP for the service area indicated in the application and must plan to serve all of the counties listed within the service area.

Q. When we submit our RFP and proposed number of learners served, do we have to submit a separate RFP for each county?

A. Each applicant will need to submit one RFP. If a literacy council and adult education program are under the same LEA but operate separately (different Tax ID/DUNS), each will need to submit a separate application.

Q. Due to the double spacing and 25 page limit on answers to the questions on the RFP, I would like use tables to help save space and allow for the detail that the questions require. However, I am not able to create or insert tables onto the form. Can that be remedied?

A. An applicant may include tables/charts as an Appendix within the 25 page limit.

Q. When accessing the links on page xiii of the RFP, the forms and instructions are dated 2016-17. When will the current forms be available?

A. The 2016-17 forms can be used for guidance and information when creating the proposed 2017-18 budget. Budget forms embedded on page 22 of the application should be completed and submitted to the State office.

Q. Are the funding amounts listed on page xii meant to cover two years (2017-2019), but are we to submit a budget proposal for just 2017-18?

A. The amount is the allocation for ABE funds for 2017-18 only. The same amount will be allocated for ABE funds in 2018-19.

Q. Please clarify the following statement on page 6 under Funding Application Questions. "A maximum of 25 pages are allowed for all responses to questions." Does that mean each question must have no longer than a 25 page response or the entire questions/answers on all considerations combined must not exceed 25 pages?

A. The total application returned to the State office should not exceed 25 pages.