

**2017-19 RFP
Q&A
Updated 2/17/17**

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.

SEE UPDATE TO QUESTION BELOW

Q. Can the RFP questions be typed into a WORD document and the answers generated in WORD or do we have to use the provided form?

A. Please use the provided form. If additional information is required, an applicant may include an appendix.

Q. The RFP application is limited to 25 total pages. The current form has password protected page breaks that causes great deals of space to be wasted between answered considerations. Will you take out the page breaks and provide a new edited form?

A. The State has extended the page limit to 35 pages. In addition to the maximum 35 pages, an applicant may include an appendix with additional documentation.

Q. How can I delete a blank page? The page numbering will be off if I'm not able to delete blank pages within the considerations.

A. The document is locked to prevent changes. The page numbers are not a concern.

Q. Also, spell check does not work with it formatted this way.

A. The document is locked which disables this function.

Q. With the budget pages do you want all the support of say office supplies with all items, tax, shipping etc. or do you want the amount and all documentation will be added at the budget meeting?

A. The applicant should include a complete budget page and a brief narrative summary for all expenditures. Supporting documentation, such as shopping cart, invoices, etc. to verify costs are not necessary.

Q. Does the 25 page limit include the optional questions?

A. The optional grants are not included in the page limit, which has been increased to 35 pages maximum (not including an appendix).

Q. Is there any way to change the permissions on the doc to allow editing? I need to be able to move text up, add tables, etc., in order to reduce the number of pages.

A. No, the form cannot be edited. You may include an appendix if needed for additional information.

Q. The class chart on Consideration 5a has room for 7 classes, and the table is not editable. Are you just asking for a sample of what we offer, or do you want us to list all of the classes we will offer? We will offer over 50 classes across two counties. I need to be able to edit the table if you want all classes listed. If you just want a sample- will that be clear to the reviewers that this is just a small sample?

A. The entire course schedule should be included. If the applicant requires additional space for class schedules, please include the information as an appendix.

Q. Do we list our AO classes on the class schedule?

A. Yes, please include AO classes on the schedule.

Q. Can the budget narrative pages be single spaced or 1.5 instead of double spaced?

A. No, the budget narrative should remain double-spaced.

Q. Can we use the acronym GED in answering the 13 considerations? Sometimes in the past we were told not to use GED.

A. Secondary diploma or equivalent is preferred when possible.

Q. Should we use ESL or ELL? Both are used in the considerations.

A. ESL refers to a class or instruction. ELL refers to an individual learner. Use either where appropriate.

Q. Consideration 1a & 3: Are you guys requesting data from the LEA or SEARK Adult Education Center?

A. All information and data requested must be based on the applying organization's past effectiveness. If the organization currently receives state and/or federal funds for a program, it would report on the data from that program.

Q. Will a consortium approach between Adult Ed programs and Literacy Councils be eligible for funding consideration?

A. A consortium is an eligible applicant for the RFP.

Q. According to page 18 of the rubric for evaluating the grant applications, the Arkansas Correctional School will not have to respond to the 13 considerations. We should only have to respond to the 4 questions on the C/I page and do the budget and narrative. Am I reading this correctly?

A. In order to receive federal funds, an applicant must successfully respond to all 13 considerations. Therefore, an applicant interested only in C/I funds must respond to all considerations in addition to the C/I portion of the application.

Q. In the interest of limiting the number of pages in the RFP, is it okay to include more than one Appendix on a page rather than creating a new page for each one?

A. Yes, you may include more than one appendix on a single page.

Q. The RFP is requiring at least 75% managed enrollment classes and for services to be offered year round. How many weeks is considered year round?

A. Adult Education services must be available 48 weeks a year.

Q. What is meant by “services” ? Is this non-instructional (intake, TABE, referrals, career advising, etc.) or does it include instruction as well?

A. Services include (but not limited to) instruction, referrals, assessment, and career advising.

Q. Is there a state plan, guide or recommendation for how we should be contributing to the operational cost of our local one-stop? (question is found in Consideration 10 Question 4: "How will applicant participate in the funding infrastructure of the one-stop?")

A. The contribution of Adult Education programs to the local one-stop center is negotiated and determined by the Local Workforce Development Board (LWDB) and in the Adult Education Program in that service area.

Q. What is the salary schedule for a part-time non-certified individual who has a Master's Degree or Doctorate Degree who will teach? (The policy only addresses amounts for Para-Professionals.)

A. The salary is determined by the LEA but may not exceed \$28 per hour.

Q. Will TABE 9&10 continue to be the assessment tool for 2017-2019?

A. TABE 9/10 is currently the approved assessment. Please see page 48305 of the document connected to the following link for additional information on approved assessments:
http://www.nrsweb.org/docs/federalregistrarnotice_2015-19847.pdf

Q. When is it anticipated that TABE 11&12 will be implemented? If so how will the cost be covered

A. The publisher has not set a release date at this time.

Q. Where is the policy for Volunteers?

A. A policy for volunteers should be developed by the Adult Education program.

Q. Are the budget pages and budget narratives included in the 35 page limit or are they separate?

A. The budget pages and budget narratives are not included in the 35 page limit.

Q. For multiple counties---Do we send a composite budget narrative for GAE and ABE? I know we submit one for each county. Do we submit a composite budget for GAE and ABE only? Or for each county? Or both?

A. Programs applying to serve an area which includes multiple counties can submit a composite narrative only for each budget. Information about the amount of funds to be spent in each county should be included in the narrative.

Q. Does the 35 pages include the title page, intent to apply, state and federal pages, checklist, etc., which comprise of about 6 or 7 pages in addition to the considerations, or are we allowed to answer the considerations in 35 pages or less?

A. The 35 page limit is applied to responses to the questions (as indicated at the top of page 6), and does not include items such the intent to apply and checklist.

Q. Has the updated version of the form been updated to the website to allow for the double-spacing and to be able to use the spell check?

A. The updated version, which is available on the website, does now automatically double-space entries. Because it is a locked document, it does not allow spell check within the document. Responses can, however, be pasted into the application from a draft document that will allow use of the feature.

Q. Based on the answer you provided below, if the Adult Ed and Literacy Council share the same TAX ID/DUNS, is the LEA required to submit a single RFP?

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.

A. Each stand-alone program applying for funds (even if under the same LEA) should submit a separate proposal. If adult education and literacy will operate as one program, only one proposal should be submitted.