

Bidder's Conference Q & A

RFA Question Collection at Bidder's Conference

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Format:

Q: If we have additional IET models and the instructions say describe each model, may we have an extended page limit (21 pages)?

A: You may use a ½ page per additional model. For example, four IET models would mean 1 ½ additional pages (the original page + 1/2 page times three (3) additional models).

Q: So we asked the question about the Lesson Plan format being embedded in the 13 considerations, it asks for a specific example of a lesson plan and so, it's embedded into that, so there was a concern, because we can't have any appendices.

A: Yes, it has to be embedded in the 21-page limit.

Q: 13 Considerations part 1 and part 3 reference low level literacy. Is there a definition of that, is it NRS Level 1 or is that broader based than that or is it open for whoever is writing the RFA?

A: In the context of this consideration, low level literacy is associated with a participant who has (a) limited ability in speaking, reading, writing, or understanding English language; (b) an inability to compute and solve problems or read, write, or speak English at a level necessary to function on the job in the participant's family or in society; or (c) a perception of him/herself as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment. In terms of NRS levels, this would include students in NRS ABE levels 1-4 and NRS ESL levels 1-6.

Q: On the Program design narrative, not the 13 Considerations, it almost seems that what you all provided is a template? Are we supposed to provide our answers inside this template or are we to answer this in Word?

A: It's a template. You can answer the program design narrative in Word. You do not have to enter your answers in the template itself.

Q: Should we spell out an acronym each time it's seen in each section?

A: Use the typical format of spelling out the subject matter, include an acronym, and refer to the acronym thereafter.

Q: Do charts have to follow 12 pt font in the narrative? A chart to answer a consideration question?

A: If you embed a chart in a narrative section, the same 12-pt. Arial font and formatting should be used for it as for the rest of the narrative.

Q: The graph question. If we have graphs to enter for 13 considerations? Just be clear of what you're answering.

A: If you embed a lesson plan in a narrative section, the same 12-pt. Arial font and formatting should be used for it as for the rest of the narrative.

\$350,000 Budget:

Q: It's written in the RFA that fiscal agent can do contributions in-kind to meet the \$350,000 service. Only director's salary is mentioned. What about rent and utilities and technology? True contributions in-kind include those things.

A: For this program RFA, program director salary is the only in-kind contribution allowed to meet the \$350,000 budget parameter.

Q: If you're applying for 3 counties in one workforce area without \$350K minimum, would adding one adjacent county to meet the minimum be all right?

A: Yes, all counties in the RFA will be considered to meet the \$350,000 service area.

Q: My question is, if a county school board, say it's \$150,000, and they agreed to pay the director's salary, but it still didn't come to the 350,000, would they be eligible or not?

A: No.

Consortia:

Q: A Consortium has one fiscal agent and one director but staff remain employees, like in your example you used a literacy center and a school board. How would the funds be disbursed between those two for the individual employees?

A: Since the contract is with the lead agency/fiscal agent, they would handle the transactions.

This is not subcontracting. Subcontracting is determined after a contract is awarded. While forming a consortium, members make agreements in order to respond to the RFA and elaborate on the services to be provided by member agencies within the consortium. Member agencies should be determined upfront, including who will be the lead agency (fiscal agent). The lead agency will handle the contract, (fiscal

transactions, etc.), and work with the member agencies to fulfill contract services obligations that have been agreed upon by the member agencies and submitted as part of the RFA.

Q: If a fiscal agent applies for more than one county, then how is the consortium really structured? Single fiscal agent vs. consortium? We just have to stipulate the members of the consortium. [This was the “grab a county” question.]

A: A single fiscal agent may apply for one or more counties. A consortium may apply for one or more counties. A consortium allows for more than one organization to provide services, utilizing the best resources of each member agency. Consortium member agencies are not restricted by county. Agreements between members should specify the geographical area in which to provide services.

Service Area:

Q: If two counties are applying together, can or will each county have a director and its own staff?

A: For clarification purposes, just to be technical, a county can't apply. There has to be an eligible applicant applying. So who are the two entities in each county applying?

Q: So like a learning center and a School district.

So there's a school district in one county and a learning center in another county. So does that mean these two entities are applying as a consortium? [Yes.] And your question is, is there one director? Yes, in a consortium there is only one director and one fiscal agent.

Q: Can each county have its own staff?

If a school board is only serving its own county, and the learning center is serving only its own county, then there is a director over all staff employed by the fiscal agent, but the employees would be employed by the school board and the learning center.

Q: If a school district is a fiscal agent, and they take another county as a service area with that district, who handles paychecks and benefits?

A: That would depend on whether you are writing the RFP as a consortium or a single agency. If you write the RFP as a single fiscal agent, all the employees are the employees of the single fiscal agent. If you write it as a consortium, then there is a lead fiscal agent and one or more member agencies. There are transactions between the lead and member agencies. The dollars would flow through the lead agency to other agencies for their personnel. If you are a school board writing for

multiple counties, then you as the school board would service those counties. Your employees would provide services in those counties.

Q: This may be redundant, but I'm trying to understand. If 4 local school districts form a consortium, then employees of each district remain with their respective school districts and not the lead agency, correct?

A: Correct. The lead agency would disburse the funding to the member agencies, which would impact staffing levels at the member agencies.

Q: I still don't understand the admin, that breakout. So you know what your whole service area is going to be, the budget, but you can choose how to break it out for each county? Do you have to submit a budget for each county? 15% admin? Does that rule apply to each individual county or the service area?

A: Yes. There will be a budget for each county. However, the total dollars for the service area will be utilized across one service area and will be determined by the fiscal agent and Skills U program director.

Q: The performance measures that we're going to be held to, are those going to be applied per county or service area?

A: Once grants have been awarded, operational expectations, including evaluative, fiscal, professional development, performance, etc., will be defined. They may be subject to change based on statute, regulation, policy, procedural, etc.

Administrative Costs:

Q1: In the consortium, if the lead fiscal agent wants to have their own admin costs, is the oversight of that allowable under the 20% overall rules. Processing, paperwork, etc. Can that be allocated more for a lead fiscal agent in that scenario? There is a cost from the grant in order to that.

Q2: Consortium, several counties. All employees of their current school boards. I have, say, 4 school boards. If I am director of all 4, will 80/20 come out of only Hardin or can it be spread out?

Clarify Q: The consortium has a budget with a minimum of \$350,000, but the admin from the grant dollars would be less than required for director's salary?

The director's salary would be over the 20% admin.

A: It's not a question about service areas, but how you treat admin or instructional dollars. If you need more admin dollars, then you'd have to find another grant source. If you don't have that source, then you'd have to consider another arrangement.

Q3: But can the consortium agree to pay a certain percentage so that no one goes over the 20% admin?

A: Those would be local decisions and explained in the budget narrative.

Q4: So if we apply for multiple counties, do I have to do 5% of each admin for each county based on that formula? Or can it be an overall...Does it still have to come up ... there's a chance I might have went 6% in one county when I had my big umbrella and only 2% in another.

A: No, the admin dollars will not be parsed out per county.

(Administrative Summary) A: If a director is associated with multiple entities as a consortium, the fiscal agent receiving the contract would administer all the counties and then have access to the administrative budget for all the counties to cover the director's efforts in all counties. One county as a member of the consortium would not need to carry the full load of the director's salary, since the other counties would be benefiting from the director's services.

Personnel/Budget:

Q: The Assistant Director is an 80/20 split but the AD can also be the Career Navigator, which is 100% instructional. So would you have to identify PT for one, PT for another to make that work, because if we're trying to cut down on that admin cost ... do you understand my question? Because the AD can also be an Instructor, which is 100% instructional. Can you do the math for me?

A: With each job title, you will find a breakdown of how that position is compensated, whether it's through instructional dollars or administrative dollars. With the director and assistant director - 80% is funded out of your administrative dollars and 20% is funded out of your instructional dollars. So for example, if you had an assistant director which means a full-time assistant director, 80% would be paid out of administrative and 20% would be paid out of instructional. **If that person is a half-time assistant director and half-time career navigator, then half of it would be paid out of an instructor instructional dollars (career navigator). And then the other 50%, in which they're working as an assistant director, 80% of that would be paid out of admin and 20% out of instructional.**

Additionally, the Skills U Assistant Director/Career Navigator would also be required to meet the qualifications of both job positions.

Q: If you have 3 counties to make the \$350,000, is it one unified grant application for all counties? There is narrative related to each site. Is there one pot of money or a county gets what each county is allocated?

A: Yes, it's one application per service area for funding purposes. (Also see Service Area above.)

Q: [Following Interactive Staffing Tool resource.] I just want clarification on salary. Does that include the different variances, like CERS and KTRS, because it is different amounts?

A: This is a tool by which to manipulate different scenarios. The way this tool is built, it assumes the same fringe for all employees, so if you have different fringe for different employees, then you need to manipulate to better portray your situation.

Q: If director salary is the only in-kind, why is it coming out of the grant monies? I'm not clear on that. On the picture that you showed, it said that the director salary comes off of your \$350,000, but if that's the in-kind donation from your district, why is that coming out of your grant?

A: The Staffing Tool is generic, so if it's not part of the county allocation, then you wouldn't use it in your tool. The tool has limitations. Therefore, manipulations to the spreadsheet may be necessary to better portray your situation.

Q: The two positions, Career Navigator and Data Specialist, are those positions required or are they optional?

A: Yes, they are required.

Q: Will the instructors have to be broken down by county on the budgets? Most of mine are servicing different counties now and I have to break them down on the budget. Will this be a lump sum for salaries or will this still be broken out?

A: Yes. For example, if you have an instructor and they contribute 1/3 of their time in each of three counties, their expense should be divided according to each county within the service area.

Partners:

Q: The wraparound services that you referenced with the community-based, we have to have two, and I think I heard you say that space only is not considered someone who could sign for that. They have to actually provide support services to students as well.

A: Yes, for community-based organizations (CBOs) to meet the expectations set forth in the RFA, they provide supportive services (e.g., transportation, child care, etc.) for the student. If you have more than two CBO partners, you may list them.

Sites:

Q: I have just a couple of clarifying questions. The Service commitment p. 2 or p. 35 in the regular RFA mentions that you could hold classes at a detention center, library, or a postsecondary institution. Would a local board of education site not be an acceptable site?

A: If you write the RFA and there's a county in the proposed service area that is part of the LEAF initiative, then you are required to go to the library and participate in the LEAF initiative.

If you have a partnership with the jailer in the county in your proposed service area and the jailer meets certain qualifications, then you are required to go to the jail and deliver services.

And if you are a postsecondary institution, writing for the grant, and you have a campus in the county in which you're delivering the services, classes must be delivered at the campus.

These criteria are not for all eligible applicants, they pertain to those that are awarded the RFA in specific locations or if you're the fiscal agent of a postsecondary institution.

Q: It says you have to provide services for 6 hours – does it have to be 6 face to face or can you do distance learning for all the required in counties that are not high need?

A: To clarify your question, you're referring to P. 35, location specific site commitments. What that is referring to is a question we had earlier about detention center, LEAF, and postsecondary education institution.

Q: If I had a county, primarily most of those students were inmates, if we don't need to meet with the public that week, can distance learning only be used to satisfy time commitments?

A: In your scenario, are we assuming that you as a fiscal agent are serving multiple counties? [Sure.] And in one county you have substantial access to the county jail for two days, and you are servicing the jail, and your question is about the public setting or the public site. The minimum service requirement, the county-level service commitment for a public setting must be **two days per week, no fewer than 6 hours per week. If that's your only public setting in that county, you have to be at that public site a minimum of two days per week and your total time there would have to be no less than 6 hours.**

Q: Even if we're providing distance learning, we still have to be there at that church or somewhere?

A: Correct, there still has to be public access in that county as spelled out on p. 35.

Rubric:

Q: Will the scoring rubric referenced on p.15 be shared?

A: Yes. Will be posted to the website.

Miscellaneous:

Q: When will answers be posted?

A: We will post no later than 2/12 but obviously we will make every effort to do this faster.

Q: If you're an independent district, how do you join a consortium? Do we call a college?

A: It's a local decision. A district can call a college. They can say no. It is created out of a willingness to work together.

Q: What's the benefit of a consortium vs a co-op?

A: Different entities have different benefits. In a co-op, everyone is employed by the co-op.

Q: Will you mark the most recent version on the site with a date?

A: Yes. IELCE table is so marked.

RFA Question Collection Prior to Bidder's Conference

> \$350,000 Budget Service Area

Q: May a single entity apply independently with funding less than \$350,000?

A: No. If the eligible applicant's budget is less than \$350,000, then the eligible applicant may make up the difference with an in-kind contribution of the program director's salary. This applies to all eligible applicants whether they are applying for one or more counties in their service area.

We have been cut 33% since 2008. However, overall system enrollments have continued to decline.

It is explicit in federal law that our services work in concert with local workforce boards' strategic plans, which are developed based on the needs of the local workforce boards' areas and span numerous counties.

Therefore, \$350,000 is a defined parameter to streamline network services and realize greater efficiencies.

[There is a big debate in our region concerning the service area section of the grant.]

Q: I know each bid for a service area must constitute a minimum funding of \$350,000. If I am applying for funding in more than one service area, **does each service area that I am applying for have to be a minimum of \$350,000?**

Example – If I am applying for \$350,000 in one service area and \$175,000 in another service area – is that acceptable, since I am above the minimum in at least one of the service areas?

A: If an eligible applicant submits two or more applications, then each service area must constitute \$350,000 or more.

Q: Where did the \$350,000 cut off amount come from? What considerations were used to get that amount?

A: A number of variables went into deciding on that amount along the lines of what was stated above, including making sure providers have the administrative budget to hire qualified and dedicated staff.

Q: Is there no longer a county funding minimum of \$60,000?

A: That is correct.

Service Area:

Q: What will each awarded applicant be called, since we are no longer identified by counties?

A: Local adult education provider.

Q: What is meant by service area?

A: One or more counties for which the eligible applicant is submitting an application.

Q: What is a Workforce Investment Area?

A: A local workforce investment area is the area (e.g., set of counties) for which the local workforce board directs federal, state, and local funding to workforce development programs. In Kentucky, there are 10 local workforce boards (e.g., Lincoln Trail, TENCO, etc.).

Q: In the Request for Applications Guidelines section for Service Area Selection (p.25): Paragraph 6 states that “applicants must serve the needs ... of all counties within the service area for which they are applying”. Am I correct that the term ‘service area’ refers to the group of counties cited in the application and NOT the local workforce investment area?

A: Yes

Q: Does the percentages of the total target population in local area percentages on the next page indicate the amount of the grant award for each county?

A: Yes

Q: I have been reading the guidelines for the RFP and I have a question. I see that we have the counties listed by WIB, as expected, I have counties in 2 WIBs, Based on what I read, we can apply regionally for the current counties we have even though they are located in different WIB, correct?

A: The service area minimum criterion must be met within a single local workforce board area with one exception. An eligible applicant may include a county in a neighboring local workforce area adjacent to a county in the RFA application. Also, a county or counties contiguous to the aforementioned adjacent county may be included.

Q: Two of the counties that I’m applying for fall into a different WIB from the other five. Is this okay?

A: Yes. An eligible applicant may include a county in a neighboring local workforce area adjacent to a county in the RFA application. Also, a county or counties contiguous to the aforementioned adjacent county may be included.

Q: Can a Local Workforce Area have more than one Service Area?

A: Yes.

Q: If a grant applies for more than one county, can they be awarded one county but not all? Is this all or nothing? If answer is no, then who decides which counties are combined/can be combined—the entity applying or KYAE Skills U?

A: If two or more eligible applicants apply for the same county or counties, the eligible applicant with the higher score would be awarded the county or counties. For example, if an eligible applicant applies for four (4) counties, the applicant may be awarded 0, 1, 2, 3 or 4 counties, depending upon competition and the scores achieved through the review process.

Q: Is the service area funding total the minimum amount of funding the fiscal agent can expect if they write for and are awarded all the counties in the workforce investment service area?

A: It is the **maximum** amount of funding. Currently, the governor has proposed a 6.25% state budget decrease, if enacted the funding level will decline.

Q: Can a school board be the fiscal agent for more than one county?

A: Federal law indicates who is an eligible applicant. Local educational agencies are eligible applicants. Eligible applicants determine if they apply for one or more counties.

Q: Does each individual service area have to have their own AOKY program or can that be referred elsewhere within the Workforce Area?

A: Each service area must have a partnership with a local AOKY program; however, that AOKY program is not required to be physically located in the eligible applicant's service area.

Q: If a county's allocated budget and all in kind contributions add up to \$350,000, where and how do we document that in the RFA?

A: Budget Narrative.

Consortium:

Q: What is a consortium?

A: For the RFA purposes, a consortium is an agreement between a group of separate entities formed to undertake an enterprise beyond the resources of any one member.

Q: If a program is a school board and joins a consortium, will employees remain a school board employee or must they become employees of the lead program?

A: Based on the shared definition (above), employees would remain employed by the school board.

Q: Will it be permissible for a fiscal agent to sub contract out counties; for example, to local school boards or consortiums?

A: No.

Q: Are educational cooperatives considered a consortium?

A: No. They are an eligible applicant.

Q: Can you have more than one fiscal agent per consortium?

A: No.

Q: Will providers in consortia send invoices to the lead county who would compile them and send one invoice to KYAE Skills U and, in turn pay invoices from consortia counties once funding is received?

A: Although there is a process question here, for KYAE Skills U purposes, yes, a consortia will have one point of contact – the lead agency.

Data/Past Performance:

Q: What are the performance measures per county/region? Why would entities write for funds without knowing what sort of performance measures they will be responsible for?

A: The performance measures are listed in Section 116: Performance and Accountability System [2. (A) (i) (I – V)], and are referenced throughout the RFA. Those awarded the grant will be expected to meet these performance measures. Also, the governing federal agency, Office of Career, Technical, and Adult Education (OCTAE) sets performance measures for each approaching year.

Additionally, the Council on Postsecondary Education's Strategic Agenda outlines three performance measures for KYAE Skills U. Adult education is part of other performance measures like Work Ready Communities.

Q: How can we access data to submit in the performance demonstrated effectiveness section (Section II of Demonstrated Effectiveness)?

A: We know some data is not readily available for the three employment metrics and the postsecondary credential attainment? However, they must be addressed based on the requirements set forth in the federal law as a condition of receiving the AEFLA funds.

Therefore, these metric areas are assigned low point values during the scoring process. If you do not have data available, respond with NA.

Q: How can we access participant/corrections exclusion data?

A: All data reported for demonstrated effectiveness (Part II) should come from records maintained by the fiscal agency.

Q: When we are completing information about program performance in previous fiscal years, do we use the ACS numbers given to us by KYAE in that year rather than the new number given in the RFA?

A: Yes.

In-Kind Questions:

Q: Will anything besides salaries be considered towards the in-kind contribution?

A: No. In-kind is in the form of the program director salary.

Q: Can in-kind contributions from collaborative partners be documented toward the \$350,000 minimum? For example, we have community partners (beyond our fiscal agent) that provide staffing, transportation for students, space, incentives for students and more.

A: No.

Q: Please provide examples of in-kind support for counties that fall under the \$350k. For example, will in-kind rent count toward the \$350,000?

A: No. In-kind is defined as program director salary.

Budget Questions:

Q: Is it true that there will no longer be a federal supplement?

A: Federal supplement funds have been based on the availability of federal funds. Federal funds are not a part of the RFA budget.

Q: Is indirect costs eligible in this application?

A: No.

Q: Should the budget narrative be written as funding for one RFA, the funding for each county included as one total sum?

A: If the application covers more than one county, the eligible applicant will need to include a budget for each county and address services in each county covered in the application.

The eligible applicant will need to address how the budget for each county was developed and how the budget will sufficiently address each county's demand for services and plan of services, as well as how the budgets combine into a comprehensive plan.

Q: When it says "at no cost", on page 35 of the guide, is that just for the space? Can the facility require reimbursement for such things as utilities and custodial services and other necessary costs?

A: The operating budget can include utilities, custodial services, etc., but is limited to 5% of the budget.

Q: Will PD be a mandated KYAE Skills U training or will the grantee be responsible for securing professional development?

A: KYAE Skills U will provide professional development as support for provider professional learning communities. The majority of PD will be delivered regionally with little to minimal travel, lodging, meal, etc., costs required of the providers. Online training opportunities will be available. KYAE Skills U anticipates nominal costs. However, these elements of travel should be budgeted.

Q: Can the winning fiscal agent subcontract at their discretion?

A: No.

Q: Will travel expenses be allowable as a line item in the budget?...if staff is traveling to several counties, can this be considered as a line item in the budget?

A: Travel is an allowable expense. Travel can be an item in the RFA budget form.

Q: Do we need to apply separately for corrections money for our detention center...or use our adult education grant money?

A: No. Corrections is part of core services.

Q: Will programs in consortiums send invoices to the lead county who would compile them and send one invoice to KYAE and, in turn, pay invoices from consortium counties once funding is received?

A: Correct. There will be one contact (lead agency) for KYAE Skills U.

Q: Will the fiscal agent be able to distribute funding on an as needed basis to meet the needs in each county?

A: Yes.

Q: If a county's allotted budget and in-kind contributions add up to \$350,000 or more where and how do we document that in the RFA? Do we show the total amount with in-kind on the worksheet and describe the amount asked for as part of the RFA in the narrative or conversely do we show the total amount for in this RFA on the worksheet and describe how the budget amount totals over \$350,000 the RFA in the narrative?

A: Eligible applicants who are contributing the program director's salary to meet a budget of \$350,000 shall explain this in the budget narrative. Other in-kind (not associated with meeting the \$350,000) may be included in the budget narrative as well.

The WIB/Local Plan Question:

Q: Where can we find a list of “regional needs as identified in the local workforce development plan”? AND number 4 on page 33 of the request for applications guidelines,

A: Local Workforce Board information is available on the Kentucky Workforce Innovation Board (KWIB) website.

Q: What do we need to “demonstrate alignment between proposed activities and services and the strategy and goals of the local workforce board plan under Section 108 of the Act, as well as the activities and services of the one-stop partners?”

A: Information pertaining to that question is available in the Grant Requirements under Local Workforce Board Review.

Personnel Questions:

Q: Does the position of **administrative assistant still exist under this grant?**

A: Yes. It is now called Skills U Assistant. The position is considered an administrative position.

Q: In the description of an instructor's possible duties, supervision of an academic assistant is mentioned; however, in the personnel list, academic assistant is not listed.

A: There is no longer an academic assistant job position. The description in the instructor's possible duties was a typo. It has been corrected.

Q: There are two recently added positions 'Career Navigator' and 'Data and Assessment Specialist'. Are these required positions or optional?

Q2: Is it acceptable to split either or both of these positions with another position?

A: Both are required in at least a part-time capacity.

A2: Yes.

Q: What constitutes justification for the assistant director position?

A: Justification is based on budget size. The Staffing Tool resource may be used to create scenarios based on different budgets.

Q: Is it acceptable to split this position with another position? (e.g., **assistant director 40% / Instructor 60%)**

A: Yes.

Q: Will there be more than one assistant director per program/consortium?

A: That is the decision of the applicant that is awarded the grant.

13 Considerations:

Q: Since each of the 13 considerations is scored separately, why are we instructed not to address them individually? May we do so if we chose?

A: Addressing all 13 considerations is a federal mandate. The directions read:

- **A: The questions following each consideration are intended to be thought-provoking questions in order to prompt applicants to describe service elements related to the consideration.**
- **However, some considerations require providing specific examples; e.g., in order to guide/inform applicants to describe service elements related to the consideration.**
- **Do NOT try to answer each question one by one, but share how your program will address each consideration. These considerations will be a critical part of the review process.**

Q: Do we answer them in order.

A: The preference would be to address the considerations in order. It is not necessary to answer the accompanying, thought-provoking questions.

Q: 13 Considerations, #6: Is there a desired format for the lesson plan? Is it part of the 21 total pages?

A: No, there is no desired format for the lesson plan. Yes, it is part of the 21 total pages.

Q: Can graphs/charts be used for examples and descriptions within the 13 Considerations section? If so, are there font/format restrictions within those images?

A: Graphical illustration is limited to one page. You may refer to it in the narrative, which includes the 13 Considerations section.

Signatures Page:

Q: Can we do separate signature pages rather than one? (Concerned about the original getting misplaced or not returned in time while being circulated for required signatures.)

A: The first grant signature page must be signed by the authorizing agent (agency head) and both submitted electronically and as a hard copy to Toni Quire at KYAE Skills U.

If an eligible applicant wishes to provide to each jailer, community based organization, and postsecondary partner a separate page on which to capture their information and signature, you may submit several originals with their signatures.

Q: In regards to the Grant Signature page, the authorizing agent signature, in LMNOP Community and Technical College's case, will be Dr. ----.

He also will be the signature for the postsecondary education institution. Is this allowable? This would be the case in many of our KCTCS institutions.

A: Yes.

Q: I have a question in the signature page. CBO refers to all our partners that give us free space to provide classes?

A: No. Only need to indicate at least two CBOs.

Q: What are "supportive wraparound services" described as services provided by CBOs?

A: Support services refers to services that support students, e.g., transportation, childcare, etc. These services may assist students in overcoming non-educational barriers.

Q: Do I, as the director, sign as the applicant on the assurances document and is the authorized representative the president of the college?

A: No. The prospective Skills U director would not sign off on assurances. The individual authorized to sign legal documents, e.g., grants, contracts, etc., would sign assurances. An example is the college president, etc.

Q: We go to XXXX Correctional Complex four nights a week, are they considered a jailer for signature purposes?

A: No.

Partnerships:

Q: Please clarify the site commitment at a library. When will there be a need? Will all libraries have the opportunity to participate in the LEAF initiative?

Q2: Also, I'm not sure if this will be covered, but I'm curious to know if the LEAF initiative will be expanded. I do outreach at two small libraries in XXXXXX county, but I'm not sure if they are funded in any way by the state, aside from grants.

A: Only requirement is to partner with existing and/or future LEAF initiative libraries in the service area in which you are applying.

Q: Does the Partner Service Provider (page 39) have to physically be present in the service area application, or can those partners offer service to the area?

A: They don't have to be physically present to offer services.

Q: If there is an existing post-secondary institution, is the program required to provide services at that site? Is there a rule regarding providing services at public vs. private colleges? Accredited vs. non-accredited?

A: Those grants awarded to postsecondary education institutions are required to offer services on the campus in the service area in which they are applying. This does not apply to eligible applicants awarded the grant who are not postsecondary education institutions – regardless of public vs. private or accredited vs. non-accredited.

RFA Structural Questions:

Q: What is the acceptable maximum TOTAL number of pages for submissions? RFA referenced both 12 and 21.

A: Narrative responses are not to exceed 21 pages as directed by the Grant Requirements' format.

Q: These have different rubrics with different points available (110 and 160).

A: Demonstrated Effectiveness: Part I Risk Assessment is worth 30 points; Part II Past Performance is worth 100 points; and Part III Target Population is worth 30 points; 13 Considerations are worth 110 points; Program Design is worth 160; Integrated Education and Training is worth 15 points; Accelerating Opportunity is worth 15 points; and the Budget and Budget Narrative is worth 15 points. Sum total 475 points.

Q: It seems page 39 is incomplete. Do we need more information after that last line? It seems we might.

A: A phrase was not properly deleted. It has been corrected.

Q: Can follow-up questions be asked at the bidder's conference?

A: Yes, if there is time available. KYAE Skills U will accept subsequent follow-up clarifying questions via email to Natalie Cummings until **February 2.**

Q: Do we have to include the questions? Each page has a place to add name and looks like a worksheet, can we delete the questions to save space or do we need to leave them?

A: Narrative responses include: 13 Considerations; Program Service Design [including one (1) page for Graphical description]; Integrated Education and Training; Accelerating Opportunity/Fast Track; and Budget Narrative. **These ARE included in the 21-page limit. Integrated English Language and Civics Education Program has a separate page limit. (Maximum, including budget narrative = 5 pages.)**

A2: Non-Narrative forms must be completed within the document or a similar format and/or signed and submitted. These include: Grant Signature Pages; Affidavit for Bidders and Offerors; Service Area; Consortium Member Applicants; 3 parts of Demonstrated Effectiveness; and Budget Excel Sheets. **These are not included in 21-page limit.**

Q: Can we include letters of support from our partners?

A: No. As stated on the web page: "Attachments to the application are not permitted."

Q: How are signature pages to be submitted? Scan and attach with the document or mail separately?

A: The original Grant Signature Page, Assurances, Affidavit for Bidders or Offerors, and Services Commitments, all signed by the authorizing agent with required signatures, must be mailed hard copy to the address above and postmarked on or before March 2, 2018. (Located on the RFA webpage.)

Miscellaneous Questions:

Q: Is ESL like it has always been in that we can provide classes using our Adult Education grant without writing for the IELCE program grant?

A: Yes.

Q: Do we need to apply separately for Corrections money for our detention center, or is it like it is now in that we use our Adult Education grant money?

A: No.

Q: Do we need to add Family Literacy to our grant?

A: No.

Q: Will a multi-county application be automatically scored higher than a single-county application?

A: No

Q: P. 40 - "All providers must offer an IET that is not AOKY and that offers education and training services as identified by the local workforce area." Does this apply to all Adult Ed Skills U providers or just to IET providers who applied to that part of the grant?

A: All eligible applicants.

Integrated English Language Civics Education Program:

Q: What is the funding level for IE/LCE?

A: The original information that provided IELCE target population, was incomplete. The chart has not been corrected and provides target population percentages with which county funding levels may be determined from total funds available.

ANNOUNCED FRIDAY, January 26, 2018, ON WEBPAGE.