Alabama Adult Education Request for Funding Proposal (RFP)
Frequently Asked Questions (FAQ)

1) When are the Request for Funding Proposal (RFP) application and required documents due?

   **All Request for Funding proposal documents are due by 4:00 p.m. on April 2, 2018. Applicants are required to submit one electronic copy and two hard copies of the proposal application.**

2) Will the Bidder's Conference webinar be recorded and placed on the RFP page?

   **Yes, the webinar will be recorded and uploaded to the ACCS RFP webpage. Adult Education RFP Webpage**

3) As an applicant, is it my responsibility to send the AE proposal material to the Local Workforce Board for determining alignment with the local area needs as identified in the Local Workforce Innovation and Opportunity Act Area plan?

   **No. Once your plan is received by the Alabama Community College System Adult Education State Office it will be sent to the appropriate person representing the local board.**

4) Is the Letter of Intent to Apply a required document to be considered for the Request for Funding proposal process?

   **No. The Letter of Intent to Apply is optional, but it does assist in providing the state an idea of how many proposals will be submitted for review.**

5) Can the Letter of Intent to Apply still be submitted if the deadline has already passed?

   **Yes. The Letter of Intent to Apply can be submitted after the deadline as a courtesy to let the state know that your agency will be applying.**

6) Are the Integrated English Literacy Civics Education (IELCE) funds limited to only those counties that are listed under the IELCE, WIOA, section 243?

   **Yes. The WIOA section 243 funding opportunity is limited to only those counties that are listed in the RFP guidelines. Those counties are *Baldwin, DeKalb, Jefferson, Lee, Madison, Marshall, Mobile, Montgomery, Morgan, Shelby, and Tuscaloosa*.**

**However, as a reminder, section 231 funds are to be used to provide IELCE services to English Language Learners (ELL). As an applicant, even though you may not be applying for section 243 IELCE funds because the counties listed do not include one of the counties that you are applying to serve, it does not release you from the responsibility of providing IELCE services to ELL students that are served by your program.**

7) What is a DUNS number?

   **A DUNS number is a unique, 9-digit numeric identifier assigned to your organization. If you are located on a college campus, this number is the same as your college's DUNS number.**

8) Does the total number of individuals to be served per county (Guidelines and General Instructions- Appendix E) include the number of individuals to be served with the IELCE grant?

   **The number of individuals to be served per county table lists the individuals per county ages 18 and older who have not obtained a high school diploma or equivalency. If you plan to serve the IELCE population, you will need to use US Census data, county profiles, history of students served and other applicable documents to determine the need in your area.**

9) What time period should be used to develop the Budget Form (Application-Document C)?

   **July 1, 2018 – September 30, 2019**

10) Is there a page limit for the application?

   **There is not a set page limit for the application. Answers should be thorough enough to enable the reader to understand how the applicant is addressing each consideration. However, please develop sufficient, concise answers that are considered reasonable, necessary and adequate to the question.**

11) Will applicants be allowed to have more than one director for the program?

   **Please review pages 8 – 13 of the Guidelines and General Instructions document to develop your program's personnel.**

12) Are city/county jails eligible for services under the institutionalized funds?

   **Yes, please refer to the definition of institutionalized (page 19 of the Guidelines and General Instructions).**

13) How should an applicant apply to serve a percentage of an area?

   **Please refer to the number of individuals who need to be served per county table (Guidelines and General Instructions- Appendix E).**

14) Are bulleted responses to all the questions acceptable?

   **Please utilize methods which will provide adequate and appropriate responses to each question on the application.**

15) If you are an applicant who serves all of the counties, should you highlight all of the counties on the application?

   **Yes, please highlight all counties you plan to serve**.

16) If you are considered an institutionalized entity that serves students throughout the state of Alabama, how should you estimate the number of students to be served?

   **Utilize your knowledge of current and past referrals to estimate the number to be served. Consider any current and future changes that would influence the number being proposed.**

17) What information is needed in the *Scheduled Breaks & Holidays* column in Document A of the Request for Funding Proposal Application?

   **Information to satisfy this category would be the dates that classes are not offered at the proposed location due to Holidays or scheduled breaks of the applicant.**

18) How do you add tables to Document A and Document B *(You probably will need several pages for each)*?

**Please "Copy and Paste" the document to word or excel to create as many pages as may be needed for your proposed structure. As a reminder, the columns and layout of the document may need to be adjusted after it is copied and pasted.**

19) Is the Alabama Institute for Deaf and Blind (AIDB), EH Gentry school considered to be "part of the Alabama Community College System" (*Note: If your organization is not part of the Alabama Community College System, please attach an audited financial statement covering the most recent two-year period* )?

**The Alabama Institute for the Deaf and Blind (AIDB) is not considered part of the Alabama Community College System. AIDB will need to submit an audited financial statement covering the most recent two-year period.**

20) In preparing the Request for Funding Proposal application, should the document table be inserted with the consideration where it is referenced (Document D with Consideration 3 for example) or should the documents remain at the end as attachments?

**The documents can either be entered directly into the consideration that it addresses or remain at the end as attachments or both. The choice is at the discretion of the applicant as long as the requested information is in the application.**

21) I see that we are allowed a cost of $731 per participant for federal funds. Can you tell me what we are allowed for state funds?

**Please refer to page 4 of the Alabama Application for Funds document. It states, "the estimated cost per student should not exceed $731.00". This amount is applicable for all budgets.**

22) Would personnel costs (salary/benefits) for the Program Director be included in the same line with the instructors? What about salary/benefits associated with Career Training instruction?

**The salary and benefits line items on the Budget Form, Form C should include the total combined salary and benefits for all adult education staff. You should individually list all AE staff along with their respective salary and benefits on the Personnel Report, Document B.**

23) What is considered a "computing device"? Would that be computers /printers for student and staff use?

**Please refer to page 58 of the Adult Education Procedure Manual and 200.20 - Uniform Grants Guidance (UGG) 2 C.F.R. Part 200 for further clarification on the definition of computing devices.**

24) Occupancy cost (allocated rent/utilities, etc) for program locations – does this go under Communications & Operations?

**Any rent should be classified as Rental of Non-Public Facilities and a signed agreement must be submitted to support the amount before any rent can be paid. Utilities and other operating expenses should be classified as Communication & Operations.**

25) What costs associated with Career Training Certifications go on that line? I understand we can't pay for tuition, what can go here?

**Please refer to page 55 of the Adult Education Procedure Manual for further clarification on the Career Training Certification line item.**

26) What is Outreach transportation? Is this for the students or for staff traveling to other (Non –Agency) program sites?

**Outreach transportation is for students. Please refer to page 60 of the Adult Education Procedure Manual for further clarification on Travel versus Professional Development as it relates to staff travel.**

27) In reference to the RFP, Document C Budget Form, are the federal funds we are requesting to be documented under "Adult Education Program" and does the "Institutionalized" column refer to "Institutionalized State" which would be an estimate of matching funds we are requesting for our program? Or does "Institutionalized" refer to funds that are being requested by prisons? Will you please clarify what is to be documented in these two columns?

**Please refer to page 19 of the Guidelines and General Instructions for the definition of "correctional institution" and page 36 for the definition of "other institutionalized individuals". The budget form does not ask applicants to distinguish between the amount of federal and state funds being requested. All funds (federal and state) that will be utilized to serve the institutionalized population should be listed in the "Institutionalized" column of Document C.**

28) In the RFP application it states on page 4 that the $731.00 is the "current program year state average". If that is the case, then wouldn't we calculate our budgets (revenues and expenses) based on 15 months? In other words, if it takes $731 to serve one student in a year (12 months) wouldn't it cost $913.75 to serve that same student for 15 months? Should we increase our projections of students served by 25% for the additional three months; and our expenses would be estimated for 15 months of services? If we simply add 25% more students served we are not capturing enough funding to cover 15 months of expenses unless we also adjust the average funding per student by that same 25%.

**The funding you are requesting should be based on 15 months (July 1, 2018 – September 30, 2019). Yes, you should increase the projected number of students to be served by 25% which will be reflected in the 15 month funding requested. However, you should not adjust the cost per student to exceed $731. If you would normally serve 100 students in a 12 month period and your cost per student is $731, you would request 100 x $731 = $73,100. If you increase the number of students to be served to 125 for a 15 month and your cost per student is still $731, you would request 125 x $731 = $91,375. Also, keep in mind that the instructions state that you should not exceed $731 per student, not that your cost per student has to be $731.**

29) I am having difficulty understanding #8 Fiscal Information. If a program is a part of the ACCS do we need to complete 8a, 8b and 8c?

**All applicants are required to complete 8a, 8b and 8c. If you are part of the Alabama Community College System, you are not required to attached an audited financial statement covering the most recent two-year period. However, if you are part of the two-year college system you can attach your two-year audit summary.**

30) On Document B for total salaries and benefits columns, should we calculate for 1 year or for 15 months as we would do on Document C?

**All calculations should be reflective of the 15 months funding period.**

31) On Document C, when should we calculate the 2.5% raise? In September 2018 or October 2018?

**If your staff receives a 2.5% raise, the increase salary amounts should be included in your budget.  The 2.5% increase will be effective for the state 2018 fiscal year which begins October 1, 2018.**