



- 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., CST, on May 3, 2021. Applicants are required to submit one electronic copy and three hard copies of the proposal application(s).

- 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, <https://www.accs.edu/adult-education-rfp/>.

- 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) Are the Integrated English Literacy Civics Education (IELCE) funds limited to specific applicants?

No, any applicant that is considered to be an eligible provider may apply. Also, an applicant is not required to apply for ABE Funds (Section 231 funds) to be eligible to apply for IELCE funds (Section 243 funds).

However, as a reminder, section 231 funds may also 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, it does not release you from the responsibility of providing IELCE services to ELL students that are in your program's service area.

- 5) 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. A DUNS no. is required to receive AEFLA funds.

6) What is the definition of an eligible applicant?

An eligible applicant is an organization that can demonstrate effectiveness in providing adult education and literacy activities to individuals with low levels of literacy or English language learners in the domains of reading, writing, math, and/or English language acquisition.

These organizations may include, but are not limited to:

- a. Local educational agency,**
- b. Community-based organization or faith-based organization,**
- c. Volunteer literacy organization,**
- d. Institution of higher education,**
- e. Public or private nonprofit agency,**
- f. Library**
- g. Corrections or institutionalized agency,**
- h. Public housing authority,**
- i. Nonprofit institution not described in (a) through (g) of this section and has the ability to provide adult education and literacy activities to eligible individual,**
- j. Consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in (a) through (h) of this section,**
- k. Partnership between an employer and an entity described (a) through (i),**
- l. Other**

7) What is the difference between demonstrated effectiveness and past effectiveness?

Demonstrated effectiveness is an applicant's ability to demonstrate performance in providing literacy activities to individuals with low levels of literacy in the content domains of reading, writing, mathematics and English language acquisition, as well as its record related to eligible individual's transitional outcomes in the areas of employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training. The ACCS will review the applicant's response to the Demonstrated Effectiveness Chart and narrative to determine if an applicant



has demonstrated effectiveness to be considered an eligible applicant.

Past effectiveness is an eligible applicant's demonstration of its past performance in improving the literacy of eligible individuals and in meeting State-adjusted levels of performance for the primary indicators of performance described in WIOA Section 116, especially with respect to eligible individuals who have low levels of literacy. Based on the ACCS AE requirements, in order for an eligible applicant to demonstrate effectiveness with its past performance, an eligible applicant must meet a performance threshold of 30% or greater in each of its performance categories of the Past Effectiveness Table (Document E of the RFP applications and Appendix I of the Guidelines and General Instructions). If an eligible applicant does not meet or exceed the threshold of effectiveness (as required by the ACCS AE) in each of the performance categories, the eligible applicant may continue with the application process, but with the understanding that if approved as a provider, the applicant will be placed in a probationary status. The probationary status will include technical assistance and other forms of intervention to maintain effective program management. Failure to demonstrate improvement within the probation period (July 1 – June 30) could negatively impact the provider's ability to complete the three-year funding cycle of the RFP.

- 8) Does the total number of individuals to be served per county (Guidelines and General Instructions- Appendix F, page 47) 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)?

October 1, 2021 – September 30, 2022

- 10) Is there a page limit for the application?



There is not a set page limit for the application. Answers should be fully developed and 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 *Program Personnel Guidelines* on pages 9 – 16 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 *Corrections and Institutionalized Education and Training* (pages 22-23 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 F*).

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. Providing bulleted responses only to all of the questions may not allow the reader to fully conceptualize the response.

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. If you are selected as a provider, please remember that you must serve the all the counties for which you are awarded funds.

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) In regard to providing financials, what if my organization is not part of the Alabama Community College System?

If your organization is not part of the Alabama Community College System, please provide 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 E 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 \$884 per participant for federal funds. Can you tell me what we are allowed for state funds?



Please refer to page 5 of the Alabama Application for Funds documents. It states, “the estimated cost per student should not exceed \$884.00”. This amount is applicable for all budgets.

- 22) In the RFP application, it states on page 5 that the \$884.00 is the current program year State average cost per student (CPS). How should we use this amount?

For example, if you plan to serve 100 students in a 12- month period and the cost per student is \$884, you should request \$88,400 (100 students x \$884). Your cost per student should not exceed \$884 but may be less than \$884.

- 23) 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, Document 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.

- 24) Would Occupancy costs (allocated rent/utilities, etc.) for program locations go under Communications and 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?

Please refer to page 64 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 62 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, should the federal funds that an applicant is requesting be documented under "Adult Education Program" and does "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 pages 22-23 of the Guidelines and General Instructions for the definition of “correctional institution” and page 42 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) I am having difficulty understanding #7 in the Fiscal Information of the Request for Funding Application . If a program is a part of the ACCS, do we need to complete 7a, 7b, and 7c?

All applicants are required to complete 7a, 7b and 7c. If you are part of the Alabama Community College System, you are not required to attach an audited financial statement covering the most recent two-year period. However, if you are not a part of the two-year college system, you must attach your two-year audit summary.

- 29) On Document B, in the total salaries and benefits columns, should we calculate for 1 year?

All calculations should be reflective of the 12- month funding period.

- 30) When will applicants be notified if they have been selected as a provider?

Official competition result notifications will be provided to all applicants by May 21, 2021.

- 31) Per the Guidelines and General Instructions state, eligible providers must use funding to provide adult education and literacy activities as outlined in WIOA Title II, Section 203(2):34 CFR 463.30 which includes: adult education and literacy activities, English language acquisition activities, family literacy activities, workforce preparation activities, workplace adult education and literacy activities, integrated English literacy



and civics education (IELCE), and integrated education and training. Is a provider required to provide all of these activities?

If a provider applies and is approved for Section 231 funding, then the expectation is that the provider will provide the services outlined above. If a provider only provides for Section 243 funding, then the expectation is that the provider will provide all the services for IELCE, which include civics education and integrated education and training, as well as English language literacy services for the IELCE population.

- 32) Directors and instructors will be required by ACCS AE to complete 12 hours of Professional Development (PD) annually. Do we need to budget for 12 hours of PD?

Yes, you should budget for 12 hours, which is the new required annual number of PD. After the competition is complete and all providers have been selected, there will be more information provided regarding PD plans for the RFP period.

- 33) If an organization wants to apply for ABE funding (Section 231 funding), and IELCE Funding (Section 243 funding), should the organization complete only one application?

No, the applicant will need to complete both the ABE, Section 231 Application, and the IELCE, Section 243 Application. Each funding source has a separate application and is considered its' own competition. Each application must stand on its' own merit. Approval of one application does not guarantee approval of the other application for funding.

- 34) The Performance Accountability Assessment Model as explained in the Guidelines and General Instructions includes 4 performance areas, of which #4 is transition to employment through pre-apprenticeships and apprenticeships. Will this be a new performance goal for providers?

Yes, this will be a new state goal and performance measure for providers beginning with PY 21-22. Additional training regarding this performance measure and the Accountability Assessment Model will be provided once the competition is complete and all eligible providers have been selected and notified.

- 35) What are Indirect Costs, and is an eligible provider allowed or required to have Indirect Costs?



An eligible provider is not required to request Indirect Costs. An indirect cost rate is allowable under the Workforce Innovation and Opportunity Act, Title II Adult Education and Family Literacy Act, if the entity making the request has an approved restricted indirect cost rate from the U.S. Department of Education. The term restricted reflects that the WIOA Title II Adult Education Grant is a supplement, not supplant, grant. The ACCS AE Division has the Ability to allow or disallow the indirect cost rate, or can cap the indirect cost rate as determined by the federal regulations in the Education Department General Administrative Regulations (EDGAR), and the Uniform Grant Guidance (UGG) management rules that apply to all awards issues by all federal awarding agencies. This guidance has been provided and interpreted by Brustein and Manasevit, PLLC Attorneys at Law for the State of Alabama.

- 36) Can an eligible provider request both an indirect cost rate and the traditional 5% administrative costs?

No, if an eligible provider is approved for an indirect cost rate, all administrative costs would be included in the indirect cost rate.

- 37) If an eligible provider has an approved, restricted indirect cost rate from the U.S. Dept. of Education, how can the provider request to use the indirect cost rate?

Documentation of the restricted, negotiated, approved indirect cost rate must accompany the provider's application that is making the request. This should be submitted as an attachment, with a cover letter addressed to Mr. David Walters, State Director for Adult Education.

- 38) Where do we gather the information required on the Performance Chart, Document E, that provides the number of students served in each subject area and the number of students demonstrating progress in each area?

This demonstrated effectiveness question on performance is a Federally mandated question that must give all applicants, first time applicants and currently funded providers, the same opportunity to respond to their past effectiveness using historical data from your current data tracking system on your data collection process.



Alabama Adult Education Request for
Frequently Asked Questions (FAQ)

Funding Proposal (RFP)

- 39) On the budget forms (Document C- general budget, and Document D- Administrative Costs), how should I approach completing these forms?

The budget forms are projections for you to make which should convey your program's funding allocation plans. This will not be your program's actual budget(s). If you are selected as a provider, you will be provided specific budget instructions and access to an online budgeting process, utilizing your program's actual allocation amount.

- 40) Are there word limits for each item & page number limits?

There are no item nor page number restrictions. Please address each question articulately and adequately. All responses should be reasonable, necessary, and allowable based on Federal guidelines.

- 41) Do we have to use the provided PDF or can we use another program as long as we follow proper formatting?

Please use the formatted PDF on the website. Refresh your Browser to ensure that you are using the most current PDF. Add any charts and graphs as an attachment in PDF format inserted at the end of the proposal document. Reference the attachment information in the proposal document under the appropriate consideration number.

- 42) As far as program personnel, we to use only one model?

Design an Administrative Model that meets your program goals and fits within the three Administrative Models provided.

- 43) Does the hard copy RFP need to be received by May 3, 4:00 pm, or mailed by this date and time confirmed by receipt and tracking number.

All Proposal submissions must be received no later than May 3, 2021 at 4:00 pm.

- 44) Should the information for the Performance chart (Document E) include only students enrolled with 12+ hours or more and does the outcome information related to employment and entering postsecondary come from reports in AAESAP.



Use information and resources available to answer the question. Reference FAQ #38

- 45) If your service area covers more than one Workforce Board, will the grant be submitted to all boards?

Yes, the grant will be submitted to all boards.

- 46) Should the submitted proposed budget be for one year or three years?

The RFP budget information should be for one year.

- 47) Do we have to include Family Literacy within the seven core AEFLA activities?

Unless explicitly stated in the proposal that the program will not provide Family Literacy activities, all seven core services will be expected to be provide.

- 48) My question is, which two continuous program years are you requesting the data be pulled from?

Please use the data range defined in the RFP Document. The date range is provided to ensure uniformity among all applicants, first time applicants and currently funded providers.

- 49) If we are planning to submit applications for both 231 and 243 funds, do we include all IELCE students in the count for both applications? Or for the 243 funding application, do we only include the IELCE students who were served by instructors that were paid from IELCE funds during this RFP cycle?

This will be a new funding cycle, going forward. Respond appropriately to the question regarding the local area's demonstrated need. The RFP Application for IELCE funding is for Section 243 funds which will include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation and workforce training. Refer to FAQ #8.

- 50) Could you please direct me to the location of the Bidder's Webinar recording?

The Bidder's Webinar is listed on the website.



Alabama Adult Education Request for

Funding Proposal (RFP)

Frequently Asked Questions (FAQ)

51) There are not enough lines to list all of the classes in the Proposed Class Schedule on the application. How do we add lines to the chart?

Applicants can duplicate the page and add additional info as needed.

52) Are the line items in Document D included in the line items of Document?

Document D is a subset of Document C. Cost for non- instructional/ Administrative expenses are capped at 5% of the total budgeted award. All budgeted expenses are included on Document C.

53) Is there a work around for the PDF because the narrative is not completely visible?

As of 3/11/2021, the PDF document has been updated to a Word document which should allow complete visibility of all the narrative. If the RFP process has begun covert to a Word document or copy and paste information into a Word document.

54) On the Pre- Award Fiscal Assessment, question one, should the wording be “Is the applicant on the Federal or State Department List?” or should it be “Is the applicant on the federal or State Debarment List?”

The wording should be “Is the applicant on the Federal or State Debarment List?”. This modification has been made to the RFP as of March 16, 2021. Please refresh your browser and utilize the appropriate wording for this question.



Alabama Adult Education Request for

Funding Proposal (RFP)

Frequently Asked Questions (FAQ)

55) For RFP 231 and 243, Document H, Item #12, Pre- Award Fiscal Risk Assessment Tool, does the referenced audit mean an Adult Education audit or a local program outside audit?

This referenced audit is not an Adult Education audit. It is a local program audit.

56) For RFP 231 question # 5, do we include Adult Basic Education, Adult Secondary Education, and IELCE students in the Capacity Chart information.

Include all proposed students in the Capacity Chart to be served with 231 funding, which can include IELCE students. For RFP 243, the Capacity Chart should be limited to the IELCE student population to be served.

57) Where do I include “Instructional Travel” on the projected budget form, Document C?

For the budget projection, combine instructional and non-instructional travel. When providers are selected and have an official budget, there will be additional line items.

58) For Question 7 on the Section 231 and 243 RFP Application, is a narrative required for 7A, 7B, and 7C?

When responding to Question 7, please include a narrative for 7A and a narrative 7C. Completion of the budget forms, (Document C and Document D) is all that is required For 7B.



Alabama Adult Education Request for

Funding Proposal (RFP)

Frequently Asked Questions (FAQ)

59) What is the process for getting a question answered once the Title II Adult Education Request for Funding proposal has been released?

Submit your question in writing, via email, to Paula Thompson at paula.thompson@accs.edu or by traditional mail to Alabama Community College System, P. O. Box 302130, Montgomery, Alabama 36130-2130. Please address to Keiauna Grant, and place *Title II Adult Education RFP Question* in the subject Line.

Revised 4/20/2021