KYAE 26-28 RFA BIDDERS CONFERENCE

Link to Slideshow:

https://docs.google.com/presentation/d/13rNlDC30aSdRpbKJ6DYhM7S8h9F8NTsK1W9Sy6yGQiA/edit#slide=id.p

Link to Video Recording & Chat:

https://us02web.zoom.us/rec/share/ZCpsn3rew69PWhywjZ3HlIdz9wWWgioeIysJJtBraRaZ1P1jzcmNqdZfxvr_yQKo.SJbJP2w1DVaIiDre?startTime=1738590547000

Passcode: 7NZPc?9X

Q&A – Compiled List from Bidders Conference & Question Window

Finance/Budget Questions:

Q: The funding allocations listed on the two documents on the website seem to be significantly less than current funding levels. Could you clarify?

> **A:** The funding allocations that are outlined in these documents are based on the current federal grant award plus state appropriation. We only included the minimum that the state is required to match. With that being said, the State of Kentucky is not required to give State supplement or performance funding. These additional funding sources that have been awarded in the past is in addition to what the programs will be appropriated (based on requirements per Section 241). We excluded any supplemental/performance funding from the total because these funding streams can be taken away at any year and are not required for state match. All awards are always based on availability of funding per year. This is because the cabinet is awarded yearly and funding could change year to year. With that being said, any information that is released prior to any new funding year is an estimate. For planning purposes, it is prudent you are aware of the minimum and any more that is granted later is to supplement the effort.

> Section 243 is 100% federal funded and we are required to use the amount that is outlined in our grant award notification. It typically is around $ 500,000. Again, this varies year-to-year.

Q: How can we propose our current level of performance with funding allocations for our counties that are much less than we've seen in the past?

> **A:** Applicants should be writing the proposal to include the budget requirements to operate and sustain the full spectrum of Title II services and activities. Funds are always based on availability, as such the application to support services and activities consistent with the working-age eligible population per Section 203 within the service area indicated in the application. This should include personnel and other line items within the budget template.

> Applicants can propose an amount that is necessary to fulfill the services their application supports or to continue their current level of performance. The county allocation documents are simply a guide. Keep in mind that all award amounts granted are always based on availability of funding per year and will be distributed in a uniform way across all 120 counties.

Q: When completing the budget template, it has non-correctional instructional personnel and correctional personnel. Most of our instructors are a combination of both. They provide instruction in the jails and the centers. Do we breakdown their time? Do we put Full-time under non-correctional and part-time as correctional and include them in both sections? Or only include in non-correctional and only list corrections only instructors under Corrections Instructors.

> **A:** Applicants should breakdown the time in the most clear manner for their proposal. As always, the proposal/application should paint the picture of what you plan to offer in your program. If you plan to have personnel in dual roles, please reflect that in your budget. If you'd like, for clarity, you may add hours under the "Part time or Full time" column to be more specific. Correctional expenses must be tracked, as we are required to submit that information to the federal government.

Q: Is there any further guidance available related to indirect costs, what is allowable or not?

> **A:** KYAE doesn't decide how a Fiscal agent (subrecipient) arrives at their indirect cost rate. KYAE does not have any internal or state policy for indirect costs. We follow the federal guidance per 2 CFR 200.414 and WIOA Section 233. As a pass-through entity, ELC (KYAE) must accept all federally negotiated indirect costs rate for subrecipients as long as it does not exceed the statutory programmatic cap of 5%. You may not charge more than 5% of your contract toward administrative expenses. Subrecipients that do not have a current Federal negotiated indirect cost rate may elect to charge a de minimis rate per 2 CFR 200.414. KYAE will not determine how to calculate your Modified Total Direct Costs.

Q: Are all positions at the LPN level funded by state and federal allocations or are there some positions only funded by Federal monies?

> **A:** The award amount will be split between federal and state dollars. We are not sure what that split will be yet. No regulations or policies make a position fully funded under one or the other funding source. The state match dollars are to supplement AEFLA funding. They should not be supplanting it. I say this because the state match funding will be used under the same regulations and policies as AEFLA funding.

Q: Are you doing away with the equipment line, the GED/refresh line/ the PD line?

> **A:** At this time, there are no plans to remove these as budget categories in the finance module. The goal was to be general for the proposal process to keep it simple for all applicants. If you would like to add these as line items, you may add them to any given category you find is the best fit.

Q: Are there caps on the new line items such as childcare and transportation? What are the rules on those?

> **A:** No caps or state policies have been implemented at this time. AEFLA funding may be used to pay for the costs of supportive services when adult learners need this assistance to participate in adult education and literacy programs to advance their educational and career goals. Please refer to Program Memo 24-3 for further guidance. Keep in mind that AEFLA funds are to be used to supplement and not supplant other funding sources.

Q: Is there any budgetary minimum required to be an applicant?

A: No.

Q: Would it be better, in the budget narrative, to stick to the box sizes or extend in hopes the reviewers expand the boxes to read fully?

A: In the excel document, the reviewers will be able to expand those boxes. If you are unable to adjust/expand the boxes/rows in the spreadsheet, you can still type the information. Please feel free to go past those box spaces, and we will ensure the reviewers expand all possible places in the budget applications.

Q: Can a provider, for example a Corrections Facility, apply just for 225 funding?

A: No. Because of the way Kentucky structures the AEFLA grant distribution, separating 225 monies from 231 monies is not possible. The only way a Corrections Facility could apply for the grant, would be to take on being the full local provider in that area or county, taking on not only the corrections education but all adult education requirements laid-out in the application.

Q: Can a provider, for example a local refugee office, apply just for 243 funding? Does everyone have to apply for IELCE monies?

A: Yes. Because 243 is it's own pot of money, outside of 231/225 funds, an applicant can apply just to provide the IELCE funding. That is why the application itself is an additional requirement, not one that is part of every applicants' filing, unless they are interested and able to offer the IELCE services. If they are interested, they can apply, but it's not a requirement for anyone.

Q: Since local funding is contingent on federal funding, when will KYAE know the amount of federal funding for 26-28?

A: We don't know the final amount as far as federal amount. We use the previous year's allotment as a planning function, but we don't know the exact amount until the beginning of the fiscal year and that has nothing to do with the things begun recently. We will know 1 July what that actual number is.

Q: Would you all fund more than one organization per county?

A: Only if a program applies for *only* 243.

Q: Can we charge indirect on the full allocation or just the federal portion?

A: You may charge the indirect cost rate to your core service award amount, no more than 5% of your award should be going to admin costs as stated in WIOA sec. 233. This excludes assuming state or performance funding.

Q: Should we be awarded, will the budgets be by college?

A: If one is to receive an award, they will submit regional budgets (not county-by county) in the finance module. The provider should always be able to produce reports by county upon OAE request.

General Questions:

Q: Who can apply? For example: Can a single county apply for the grant?

> **A:** We cannot encourage anyone to apply specifically at the state level, but I can say that any entity that is eligible is able to apply. There's no requirement for a minimum budget or need to be in a consortium type of agreement, any eligible entity can apply. Following the link below will give you a list of "who" is on that list, just know that this applies to everyone that can show their demonstrated effectiveness as an Adult Education provider.
>
> *§ 463.23 Who is eligible to apply for a grant or contract for adult education and literacy activities? - https://ecfr.io/Title-34/Section-463.23*

Q: Under Consideration 8, rubric only mentions IETs not WPLs. Are WPL's considered a subgroup of IETs?

> **A:** Yes, they are all scored together, as they're created from similar types of MSGs. Please write according to both/either you plan to offer.

Q: Page limit? Use template?

> **A:** There is no page limit, but each question text box will limit you to about 1 page typed, single spaced, at 10pt font. And yes, you must submit in the templated document, any additional documents besides the application & budgets will not be considered in the scoring.

Q: Do all packets need to be sent as one file in PDF format? Are there "packaging" expectations/ at least what is the easiest "read" for scoring.

> **A:** There is no expectation other than you use the templates. If you submit the PDF application, and the budgets in their format (excel) as separate documents, that works fine. They will be reading and scoring with just the application & rubrics. As long as they are saved clearly and in their original format for reading, either way will work fine. We will ensure all of the PDFs or one big PDF binder is kept together for the review.

Q: Do we scan and submit the application and budget into one document or is it ok for those to be submitted as two separate documents?

> **A:** Documents can be submitted separately.

Q: Do we fill out application/budget separately for each county for which we are applying? including break out of data for past performance? Only the cover page and signature page would cover all the counties applied for under one organization?

> **A:** Budget should align with what you are applying for as a fiscal agent. There are no county budgets necessary, regional/consortium budget plans should be submitted (per fiscal agent). Please fill out the application & budget documents considering all counties you are applying for, it should be one cohesive response.

Q: Who should sign the application on behalf of the fiscal agent - president/director? Adult Ed Director? Grant Writer?

> **A:** Best practice would be to whomever will be overseeing the grant, and it's performance to be the signatory on the application. For example, if Adult Education reports to the President, they should likely sign, to be sure they are the responsible party.

Best practice would be to keep an MOU on file for anyone in a consortium or with the local jails that you provide services for. OAE would request this once the grant has begun, as we have in the past for current corrections or other agreements you have with local partners.

Q: Do you want the agency name in the title of the application documents.

A: The fiscal agent is who the applicant should be per that list outlined in 34 CFR 463.23. That is who will hold the contract if awarded.

Q: In the past my program did not meet minimum requirements for IELCE, should I assume that to be the same? Or – Where are the minimums for IELCE applicants?

A: There are no minimums in FY26-28 grant cycle for IELCE population. Please follow guidance on the application if you wish to apply for those funds in addition to 231/225 or on it's own. The checklist will help outline what's required for submission in all three instances.

Q: In the IELCE application under Instructional Approaches and Curriculum Alignment, the section asks for instructional approaches and curriculum. Should we focus on English language curriculum, civic participation curriculum, or IET curriculum? I know we can't cover all three in the space allowed.

A: Align curriculum to IET

Q: Can you articulate the difference between Consideration X and Consideration Y?

A: We cannot articulate any more than what is in the description on the application, as it's directly from the law language. The WIOA law itself can provide further detail in some cases, that may be a resource you could explore to support the application. Also, the rubrics for each section are available and posted, those may help provide more clarity.

Q: Will there be an opportunity to add counties to our application if some do not pass the demonstrated effectiveness screening?

A: We will not be adding to applications before the review. If there are counties that are not included or do not receive funding, there will be a re-compete for those counties only to apply and add to or write an application for those.

Q: What does the statement "narrative appeal only" mean when discussing the appeal process?

A: We will not be accepting appeals to the scores, the appeal will only need to consist of a narrative, on letterhead, sharing why the appealer believes they should be reconsidered or reread for funding.

Data/DE Questions:

Q: What is the minimum criteria for demonstrating effectiveness? How does the state decide who goes on to the reviewers?

> **A:** https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-C/section-463.24 - Please refer to the details in this CFR to understand demonstrated effectiveness. As was stated, use your best judgement and internal data to prove your own demonstrated effectiveness from past data, as outlined in the table. The state will review simply for eligibility and to ensure you have included data that shows previous performance in the areas of DE requested.

Q: Dr. Gregory said, towards the end of last FY, that if programs did not meet 50% of all goals, then they may not pass minimum criteria. I assume that is NOT criteria?

> **A:** We will look at the data and make a uniform decision of a threshold with the Education and Labor Cabinet. If we determine they have established demonstrated effectiveness, the applicant will move onto the reviewer stage. If that threshold is established, it will be published. Any applicant not meeting the minimum to move into the reviewer stage will be notified individually.

Q: Will the minimum requirements be posted once decided upon?

> **A:** Yes. We will share once and if established.

Q: What data do we use for the employment after exit in DE tables? Both Q2 and Q4 after exit are provided, which one is correct? And, the dates on the 2nd versus 4th are different, is that correct?

> **A:** Employment data is posted on KYSTATS for both 2nd & 4th quarter after exit, which is publicly accessible information. Any or all of that information may be beneficial to include to demonstrate effectiveness. Your demonstration of effectiveness is up for you to determine and display in your application. All dates in the data provided are correct.

Q: Would the number enrolled in the last row, for employment, would you put the number of separations?

> **A:** If they were enrolled in that time frame, they would be included in the table.

Q: The transitioning to college for FY 24 cannot be verified by us. Are we to put the number of people who PLANNED to transfer?

> **A:** This is available as MSG type 1c and can be tracked using OAE's database. Programs must use their best judgement on how to demonstrate effectiveness.

Q: It asks for number enrolled under secondary attainment. It seems like this should have been GED goal not enrolled. If it is supposed to be enrolled, how would I know that number? For example I have 70 students enrolled at graves county, but 33 of those were ESL and may or may not have wanted a GED. Do they still count in my students without GED number? If so that's not really fair for counties with a large ESL population that don't want a GED.

Exit Outcomes	Number Enrolled	Number Achieving Outcome	Percentage Achieving Outcome
Reporting Period: 7/1/2023 to 6/30/2024			
Attainment of Secondary School Diploma or its Recognized Equivalent			
Transition to Postsecondary Education and Training			
Exit Date: 7/1/2021 to 6/30/2022			
Employment			

A: In the Demonstrated Effectiveness Table - The second column is the number of eligible participants seeking attainment of a secondary school diploma or its recognized equivalent (which should have been determined upon enrollment and recorded as such – eligible participants can be ABE, ASE, or ESL). The third column is the number achieving that outcome (goal recorded at enrollment = met). The fourth column is the percent achieving (calculated from the two previous columns).

Q: Would I find this data under >Performance > Performance Report 2018-2022 for the DE tables?

A: Per the Code of Federal Regulations (463.24), the office collecting grant applications (in this case KY Office of Adult Education) cannot provide or supply data to support applications or to be included in any applicant submissions. This is a Demonstrated Effectiveness table for the Request for Application submission for the AEFLA grant, so you can utilize any and all data totals and reports that you have (internally or published from the state) to share those numbers in that table. It's up for the applicant program to decide how they total those, and supply the numbers for enrollees. Enrollment or "Number Enrolled" is defined by the federal requirements for our participants, and "Number Completing Level" is defined as anyone you have record of completing that level or goal in your participant files.

Q: Data for DE, only one year required for current providers?

A: And yes, the data in the Demonstrated Effectiveness table requires one year of data – July 1, 2023-June 30, 2024, with the exception of the last section for employment data, which is for July 1, 2021-June 30, 2022.

Q: In the Employment row of the data table, are the separations from the separation table what we use for the number enrolled? Also, will the number given to us in the 2nd **and** 4th quarter employed be the number we will use for the achieving outcome box?

A: Any or all of that table's information may be beneficial to include to demonstrate effectiveness. Once you have determined which quarter you will be reporting data upon, you will use the separated as enrolled, and the employed as achieving.

Q: Can you get numbers for a county you would like to look at bidding for? Individual county not the whole program.

> **A:** Demonstrated Effectiveness is what you have done in the past with the providers you serve. Please utilize any data sources such as KYStats for other data necessary to support your application. Applicants that do not meet demonstrated effectiveness will be notified that the application is not moving forward in the review process. Notification will be released by February 25th.

Scoring Questions:

Q: Will there be a deduction in denominator if no high-needs counties are included in an application?

    A: The application will not be reduced for not including a high-need county, it will not affect the score if none are included in the application.

Q: Will grants be run through an AI analyzer? Is there a penalty for AI use?

    A: There is very minimal use of AI at the state level (Commonwealth Office of Technology has only approved very specific uses and platforms to be used), so there will be no use in the scoring and review process.

Q: What are the points possible and points necessary for funding?

    A: A maximum of **200** points may be earned on the 231/225/243 application, including the 13 Considerations, State-specific Considerations, budgetary templates and narratives, Internal risk assessment, and full submission completion. A minimum of **140** points (or 70%) must be earned for the application to be funded.

Q: Whoever gets the highest score gets the grant for that county?

    A: Correct

Q: The rubric uses the terms explicitly, generally, and somewhat as the standard for each rubric item and each consideration/item is given a small amount of space (1 page) to answer. Can you speak to how you are directing your readers to differentiate between these standards?

    A: Professional judgement from subject matter experts. Reviewer training is a requirement, and we will go through the entire application and rubric together to give them guidance on our expectations.

Q: Regarding Consideration 3 (Demonstrated Effectiveness), the rubric lists 6 specific questions for reviewers to score, and this Consideration is worth 24 points. Should we assume that each "drill down" question is worth 4 points? Notably, only the first question relates to hard data from past performance. How heavily does past performance factor into the 24-point score for this Consideration? Is it limited to just the 4 points for that first question or is the Consideration scored more holistically?

    A: Each line is worth 4 points.