

## **Adult Education and Family Literacy Act Request for Proposals (RFP) Informational Webinar Questions and Answers (Q&A)**

Answered on 4/3/2023.

- 1. The only attachments included are the cover page, AEFLA Assurance, and the two debarments. Is the NDE Federal Assurance and AEFLA Program the same attachment? If not then could you provide us with some guidance on where to find?**

The attachments required include:

- Cover Page
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Cover Transactions
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-free Workplace Requirements
- NDE Federal Assurances (this will be required at the time the budget is finalized for those awarded funds)
- AEFLA Grant Program Assurances (these are the assurances included within the two RFPs)
- Pre-Award Assessment:  
Please submit up-to-date copies of the following documents as applicable to your organization. If you do not have any of the below documents, please mark it accordingly and attach a brief written response related to its absence:
  - a. Internal Controls
  - b. Financial Management Policies
  - c. Conflict of Interest Policy
  - d. Civil Rights Policy
  - e. Student Privacy Policy
  - f. Ledger of Expenditures
- General Education Provisions Act (response required not an attachment)

- 2. Do we need to complete an executive summary for both Basic and IELCE funding?**

Yes.

- 3. Can you tell me if there are definitive tables and columns that we should be using to extract data for the RFP?**

Applicants using LACES can use all resources available outside of the NDE for assistance. Applicants not using LACES, the Management Information System for Nevada Adult Education, must use the data available within their program.

- 4. For the Pre-Award Risk Assessment attachments, can they be sent as separate documents, or do they need to be sent as part of one, large document that contains the rest of the grant components?**

They can be sent as separate documents. As a matter of fact, the e-mail through NDE sometimes blocks large attachments, so separate is better.

- 5. I saw the email about the Adult Education Literacy Act Grant Competition for FY24. It seems this is a bigger grant than most of us could incorporate into our programs, a minimum of \$750,000. Did you mean for all of us to apply?**

The Adult Education and Family Literacy Act Grant Request for Proposals is open to all applicants of demonstrated effectiveness in serving adults in the areas listed below on slide, 8. The Request for Proposals for Integrated English Literacy and Civics Education lists \$750,000 available, but that is for the state as a whole and will fund multiple programs.

- 6. Can you please repeat or add to the FAQ what was stated about the corrections made to the presentation but were or are not in the original RFP?**

On page 16, the RFP stated, "The required application narrative (Sections A-I) may not exceed 20 pages for applying for Basic Funds, and 10 pages for applying for Integrated English Literacy and Civics Education, excluding the Pre-award Risk Assessment and the Executive Summary."

This was incorrect - Section I changed from applying for funding for correctional programs to the pre-award risk assessment and the change was not caught on this page. Page 15 of the RFP. The page limit for the narrative response for section I will not apply – only for A through H (Sections I and J are excluded).

- 7. Can you also add to the FAQ what is not required in the IELCE narrative if we apply for both Basic and IELCE funds?**

If an applicant is applying for both Basic funds and IELCE, the documentation for Demonstrated Effectiveness is not required to be submitted a second time. Also, the Pre-award Risk Assessment information is not required a second time.

- 8. I had issues getting onto the webinar. Can we get this information emailed to us or if you are recording it, can we get the recording? Please**

The transcript from the Information Sessions is below and includes the information shown on each slide, as well as the additional information presented not included in on the slides.

- 9. On page 15, under Required Elements, Part I - Application Introduction it says that we need to include a Budget Narrative. Is this the same Narrative that is part of Part II?**

The budget narrative is only needed for your response under Part II Narrative, Section H of the RFP. Our apologies for the confusion, the Budget Narrative should not have been listed under Part I of the RFP.

**10. We are collecting information for our Pre-Award Assessment. For the Ledger of Expenditures, do you want FY23 to date or another time period?"**

The ledger of expenditures should be an excerpt of your organization's transaction-level data, illustrating budget accounts by revenues and expenditures, categories, function codes, and object codes. This does not need to be limited to grant-specific expenses, as the analysis at this time is on the underlying accounting system. The sample should be a span of 1-3 months of data, dependent on the size of the organization, and should be dated within the last 6 months to the date of submission (ex. If submitting April 1, data should be a 1–3-month sample taken between October 1 and April 1). As applicable, please include a reference to your chart of accounts.

**11. Will you please repeat the correct page number limit for the Narrative in the Basic Instruction Sec 231 grant? (There was a correction on RFP page 15)**

The RFP stated, "The required application narrative (Sections A-I) may not exceed 20 pages for applying for Basic Funds, and 10 pages for applying for Integrated English Literacy and Civics Education, excluding the Pre-award Risk Assessment and the Executive Summary."

This was incorrect - Section I changed from applying for funding for correctional programs to the pre-award risk assessment and the change was not caught on this page. Page 15 of the RFP. The page limit for the narrative response for section I will not apply – only for A through H (Sections I and J are excluded).

**12. Is the RFP or application already posted on the NDE website?**

Yes, both RFPs (AEFLA Basic and IELCE) are posted at:

[https://doe.nv.gov/Grants\\_2023/2023/FY23\\_Nevada\\_AEFLA/](https://doe.nv.gov/Grants_2023/2023/FY23_Nevada_AEFLA/)

**13. If an applicant to the AEFLA funds is currently already funded through the state Adult High School programs, in terms of data collection and reporting numbers, since there is a non-supplant clause, do students need to be reported on one report/system or the other, or are they be counted under both?**

Supplement not Supplant - Funds must be used to supplement (increase the level of services) and not supplant (replace) funds from nonfederal sources.

Students can be counted in both systems if AEFLA funds are used in addition to state funds for the purpose of expanding services, or providing services not previously provided.

For those currently funded through the adult high school diploma program to apply for AEFLA funds, they must expand or provide new services to the existing services (otherwise it would be considered supplanting).

Students are only counted for AEFLA if AEFLA funds touch those students. Students would not count in both programs if they were already attending the adult high school program and no new services were offered to them through AEFLA funding.

Once funded programs have paid for services from state funds, they must keep that level of effort from state funds. For example, paying for ½ of a staff position out of state funds and ½ out of federal funds, cannot later be changed to be completely paid out of federal funds.