

South Dakota Department of Labor and Regulation
Adult Education and Literacy Program
Responses to *Applicants' Conference* for RFP # 876
27 March 2017

➤ Section 1.2. Is our organization eligible to apply for South Dakota's Adult Education and Family Literacy Act grant-funds?

As noted in RFP Section 1.2, eligible Applicants are organizations with demonstrated effectiveness in providing adult education and literacy activities that may include—

- a local educational agency;
- a community-based organization or faith-based organization;
- a volunteer literacy organization;
- an institution of higher education;
- a public or private nonprofit agency;
- a library;
- a public housing authority;
- a nonprofit institution [not noted above] which has the ability to provide adult education and literacy activities to eligible individuals;
- a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities noted above; and
- a partnership between an employer and an entity noted above.

If your organization is considered or categorized as one of the aforementioned entities, then it is likely your organization is eligible to apply for AEFLA grant-funds in South Dakota under WIOA.

➤ Section 1.7. Does the Agency also want multiple electronic copies [of the proposal] submitted? Does the Agency prefer the electronic Award Proposal to be submitted separately from the electronic application?

Beyond the requirements to submit an original and four identical *hardcopies* of the proposal, an Applicant should also submit one (1) copy of its entire proposal, including all attachments, in an *electronic* format as detailed in RFP §1.7. The Applicant, therefore, needs to submit only one electronic copy of the entire proposal; the Award Proposal portion of the electronic application should be included on this single electronic copy.

- Section 3.4.3. Does an Applicant need to identify federal, state, and local Staff Development activities within the Program Activity Plan? Should an Applicant therefore budget its local or site-specific professional development within the Award Proposal?

An Applicant should detail all relevant “staff development activities” as planned or anticipated that are necessary to accomplish the goals and objectives as listed in RFP §3.3. There exists a possibility an Applicant’s previous Staff Development may inform an Applicant’s proposed Plan(s).

As to how an Applicant might budget Staff Development in the Award Proposal, such a topic is admittedly difficult for the Agency to anticipate [given the unknown scope of a potential proposal]. However, for an approximate range, perhaps the Applicant might conjecture to expend 100%-200% on State Trainings/Meetings/Conferences as an Applicant proposes to expend on Local Professional Development.

- Section 4.3.5. Can the Agency elaborate on this topic of Personal Property?

If an entity plans on utilizing personal property, such as a home for an office or one’s personal vehicle for transportation, this needs to be included in the information submitted in the proposal; however, specific names of employees may be omitted for the initial proposal. This information is part of the Risk Assessment the Department of Labor and Regulation is conducting of all Applicants.

- Section 4.3.6. What information does the Agency seek regarding Procurement Cards?

If an entity intends to use a procurement card (i.e., credit card) to purchase items which the entity will seek reimbursement for, the proposal should include a copy of the entity’s policies and procedures for monitoring, authorizing payments, and utilization of the procurement card.

- Section 4.7. What is the Agency’s expectation for an Applicant’s submitted Local Match level?

An Applicant should submit a Local Match figure totaling at least 5% of the requested funds. Ultimately, Local Match Targets, as noted in RFP §4.6, shall be negotiated with successful Applicants.

Pursuant to Section 241(a) of WIOA, funds made available for adult education and literacy activities under this title shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.

- Section 4.7. How shall an Applicant treat the *Special Rule* as it relates to the Local Administrative Cost Rates and an Applicant’s Award Proposal?

An Applicant should submit its anticipated *Administrative* and *Instructional* costs. The Agency intends to use State General Funds [as part of the State’s Maintenance of Effort] to cover *Administrative* costs; therefore, the federal funds will be appropriated almost entirely to statewide *Instructional* costs.

➤ Section 6.1. Can the Agency inform the potential Applicants as to who will score the proposals?

The Agency will not disclose information regarding the evaluators at this time. However, the Agency can certainly remind potential Applicants that the applications (sans the Award Proposals) will be reviewed by the South Dakota Workforce Development Council. As a single-delivery state under WIOA, the Workforce Development Council shall review Title II applications to determine whether such applications are consistent with the [Unified State Plan] plan; and making recommendations to the Agency to promote alignment with such plan.

http://dlr.sd.gov/workforce_services/wdc/default.aspx

➤ Section 7.1. How does the “modified foundation formula” inform the expectations articulated in RFP §7.2.8?

The *modified foundation formula* functions as a starting point for negotiations that will consider an Applicant’s program type(s), geographic location(s), scope of services, and ability to demonstrate past effectiveness. As an Applicant quantifies its Award Proposal, this requested information also seeks to elicit a programmatic “target-to-serve” figure or range. In other words, how much AEFLA funding does your organization require to deliver the services outlined in your proposal? Furthermore, how many eligible individuals does the Applicant expect to participate in its proposed activities during Year One?

➤ Section 7.2.8. How does the Applicant define “participant” in this subsection?

The Applicant can define *participant* in whatever context seems most germane to that organization and its previous, current, or future delivery of Adult Education instruction, services, and activities.

➤ Section 7.3.1. How does an Applicant disaggregate its satellites or itinerant sites based upon the graduated, descending funding-scale prompt?

An Applicant should endeavor to articulate as clearly as possible the ramifications of partial funding to its proposal. Any quantifiable figures (e.g., participation/performance) or qualifiable impacts (e.g., access, One-Stop partnerships, etc.) should be detailed so the evaluators can best consider the merits of each proposal.

