

# No Worker Left Behind Adult Learning RFP Questions Received

## RFP Language Questions

### **Please define what 'demonstration grant' is?**

The No Worker Left Behind Adult Learning Demonstration Grant is referred to as a "demonstration grant" because it was written in the spirit of the findings and recommendations now being finalized by the Adult Learning Work Group. The Division of Lifelong Learning seeks to identify and support promising partnerships that demonstrate the potential of these principles at increasing the number of adult learners with basic skills necessary to participate in No Worker Left Behind funded postsecondary education and training programs.

### **Who is the "Grantee"? Is it one or all the partners? Is the Grantee the same as the fiscal agent?**

The term Grantee is referencing the regional partnership. The Grantee represents all the partners so it is not the same as the fiscal agent.

### **What are the responsibilities of the fiscal agent?**

The fiscal agent is the agency that is responsible for distributing the grant funds among the various partners. The fiscal agent is also responsible for submission of all reporting requirements to the DLEG.

### **Please define (or give examples of) middle-skill jobs mentioned in the grant RFP.**

Middle-skill jobs are those jobs that require more than a high-school diploma but less than a four-year degree. Examples are general maintenance and repair workers, truck-drivers, plumbers, automotive mechanics, carpenters, and registered nurses.

### **What is meant by "earning supplements" used as an example on page 13 of the RFP under II-C TASKS, 2.d.iv.? Would the supplements be paid for with grant funds?**

In the statement, "Offer incentives to learners to increase the motivation of participants to continue through education and work; include incentives like books, fees, and tuition support; earning supplements, etc.", earning supplements refers to supplements for supportive services that the individual may not have access to because of a lack of income, such as transportation and/or child care. This does not include direct income stipends.

### **How are you defining "leveraged fund(s)"?**

Leveraged fund is defined as additional funding beyond the No Worker Left Behind Adult Learning Grant that is used to support these services and activities.

## **Funding Questions**

### **What source of funding was used for the \$2.5 million in the NWLB Adult Learning Demonstration Grant?**

The No Worker Left Behind Adult Learning Demonstration Grant is funded through the State with general fund/general purpose dollars.

### **Will this grant be replacing the WIA Core Grant that is applied for in the summer?**

No, this grant does not replace the federally funded WIA Title II (WIA Core Grant). This grant is funded by state general fund/general purpose dollars in support of No Worker Left Behind.

### **Is this a renewable grant?**

This grant is being funded by state general fund/general purpose dollars and it is unknown at this time whether additional funding to support this effort will be made available in the future.

### **Will funding be held back if the state target percentages are not met?**

The applicant is required to propose and describe target outcome measures that quantify the goals defined in Section I-A of the RFP. These outcomes measures must be in-line with the Workforce Investment Act Title II State Targets but the funding for this grant is not performance-based and will not be withheld if the proposed performance measures are not met.

### **Should we include the leveraged resources on the Budget Form or explain them separately?**

Additional funding leveraged to support the partnership should be attached on a separate budget page, including the fiscal agent of the funding, amount, and what services will be covered by that funding.

### **Is there a cap on the amount of funding requested for administration of the program?**

Administrative costs must be limited to no more than 5% of the grant amount.

### **Is there a limit or cap per participant?**

No, there is not a set limit or cap on the cost-per-participant.

### **Can postsecondary education tuition fees be funded with grant dollars from this grant?**

The legislation states that this funding "shall be used to provide adult basic education, remedial education, or other training for individuals not ready for postsecondary education, in order to prepare these individuals for postsecondary training and new careers". This funding can be used for tuition and fees at a postsecondary institution for remedial education.

**Assuming we have State School Aid Section 107 and WIA Title II adult education grants for 2009-2010, how will this grant affect that funding? Will it be considered double-dipping?**

The No Worker Left Behind Adult Learning Demonstration Grant will not affect the adult education WIA Title II and Section 107 funding. This grant can be used in addition to the other funding sources to support adult learning activities.

**Program Design Questions**

**Is it a requirement of this grant that all students served under the grant must have a path leading to NWLB training options?**

Yes, the funding for this grant was appropriated as part of No Worker Left Behind to provide adult basic education or remedial education in order to prepare these individuals for postsecondary education and/or training and new careers.

**For a head count of people served under this grant, do they have to all be new students to our programs or can it include those we are already serving with Section 107 or WIA Title II funds?**

The number of students that the partnership anticipates will be served could be a combination of new students and current students. The intent of this grant is to increase the number of students receiving adult basic education services so continuing to serve only current students is not sufficient.

**The grant officially starts on 2/1/09; is that the date we must start delivering services?**

Partnerships should begin delivering services on February 1, 2009. If the start date is not February 1, 2009, the anticipated new start date should be explained in detail in the application.

**Will the participants served under this grant be recorded with a separate code in MAERS (separate from other adult education participants) so we can specifically track them?**

Yes. It has not been determined how they will be tracked in MAERS, whether it will be a check box, adding this funding source to the drop down menu of funding options, or another method but there will be a way to track these students separately in MAERS.

**Is improved employment (advancing within the individual's current job) one of the participant goals important to demonstrate results of the grant?**

Yes, improving current employment is one of the participant outcomes that would demonstrate results of the services delivered.

**Could achievement of the National Career Readiness Certificate (NCRC) be a substitute for a GED or High School Diploma for the purposes of the grant?**

Achievement of the National Career Readiness Certificate could be one of the proposed outcome measures for a regional partnership, but it is not a substitute for the attainment of a high school diploma or GED.

**If many of our students are at the beginning ABE or ESL level, can progress towards a GED or High School Diploma be considered as an outcome measure?**

Educational gains or improving one or more educational functioning level (EFL) could be one of the proposed outcome measures, especially if students are entering the program at very low educational levels.

**How do you define the “basic skills” necessary for an individual to be able to succeed in post-secondary education?**

Requirements may vary depending on the postsecondary education and/or training program but an individual with basic skills has attained a high school diploma or GED and has acquired sufficient math, English-language reading and writing, computer use, and interpersonal and/or intrapersonal skills.

**Can participants be enrolled in multiple programs and be counted for multiple outcomes in each (i.e.: WIA, 107 funded programs, etc.)?**

Yes, a participant can be simultaneously enrolled in multiple programs depending on the needs of the individual. Multiple outcomes and achievement can be counted for all programs of enrollment.

**Are participants already enrolled in No Worker Left Behind funded education or training programs eligible for services under this new grant?**

No. If an individual is currently enrolled in a No Worker Left Behind funded postsecondary education or training program, then that person has the basic skills necessary for postsecondary education and training. The purpose of this grant is to provide adult basic education services to individuals that would like to participate in No Worker Left Behind funded postsecondary education or training but do not have the basic skills necessary to do so.

**Can a person participate in a portion but not all of the program, particularly in the area of supportive or wrap around services?**

The services delivered should be tailored to meet the needs of the individual. The individual must be in need of adult basic education services and the support or wrap around services should be offered as needed to eliminate any barriers that the individual may be facing.

## **Partnership Questions**

**Under Section II-B, the “Partnerships” section indicates that “Partnerships are expected to consist of a minimum of three partners, including an adult basic education provider receiving WIA Title II and/or State School Aid Section 107 funding, a post-secondary education provider, and Michigan Works! Agency.” Is it a requirement that the lead agency & fiduciary for the partnerships responding to the RFP be one of the three types of partners described above? Can a 501c (3), community-based organization that is not one of the above serve as the lead agency?**

A minimum of the three components mentioned, adult education, postsecondary education, and workforce development must be included in the partnership but the lead agency and/or fiduciary does not need to be one of those three partners. Another partner agency, including a 501c (3) community-based organization, can be the lead agency and/or fiduciary.

**Is a consortium of (adult education) providers eligible to apply?**

A partnership made up of an adult education provider, postsecondary education institution and a workforce development partner at the minimum is required for consideration of funding. Multiple adult education providers, postsecondary or workforce development partners can be included but all of three of these components are required. Additional partners are encouraged for inclusion and are listed in the RFP.

**Will the grant funds be available to programs already in operation or is this designed for a program that is not already in place?**

Existing or new partnerships that meet the stated requirements and include, at a minimum, adult education, postsecondary education, and workforce development, will be considered for funding.

**Given the comprehensive nature of the grant proposal and the relatively short lead time, does DLEG already have some agencies in mind for the grants? Is there any chance for a small rural program to be awarded this grant?**

No, the DLEG does not have specific agencies or regions in mind for this grant opportunity. The DLEG welcomes and encourages all interested areas of the state, big and small, rural and urban, to apply for this grant and form regional partnerships.

**Will there be some type of training or technical assistance done on behalf of those who may be able to partner together but are not aware of the different services being offered? For example, one program’s expertise is the individualized flexible tutoring that is tailored to meet the learner’s goal. I can see this being helpful in a new job experience or as one goes on to secondary education. The mentor component is very helpful in keeping the**

**participant engaged. Do you have any thoughts on how we make those connections with other service agencies?**

The DLEG will not be convening meetings of regional partners or providing information on services currently offered across the state. Interested applicants should reach out to local adult education providers, school districts, community colleges, universities, Michigan Works! Agency and other agencies listed in the RFP. Current recipients of State School Aid Section 107 and WIA Title II funding can be found at [www.michigan.gov/adulteducation](http://www.michigan.gov/adulteducation).

**If an institution is a State School Aid Section 107 recipient that provides GED and ESL instruction, but not ABE instruction, is the institution eligible for this grant?**

To be considered for funding, the partnerships must consist of a minimum of an adult education provider, postsecondary education institution, and workforce development agency so an adult education provider alone does not qualify. The partnership should offer a comprehensive range of services to meet the needs of the learners wherever they are. If services that will be offered are only GED and ESL, it must be demonstrated that there is not a need in the region for ABE instruction.

**Our EL/Civics program focuses on English literacy, which includes life skills, citizenship, and employability skills. We are willing to expand our program, but we are wondering if this grant is intended for programs like ours?**

To be considered for funding, a partnership must consist of a minimum of an adult education provider, postsecondary education institution, and workforce development agency so an EL/Civics program alone would not qualify. The partnership should offer a comprehensive range of services to meet the needs of the learner wherever they are. If only EL/Civics is offered, it must be demonstrated that there is not a need for ABE, GED, or high school completion in the region.