

GENERAL:

Q: Is there a final date for FAQs to be received by DOE?

A: Yes. The final date set for receiving questions is December 31, 2004.

CORRECTIONS – ADULT BASIC EDUCATION PROGRAMS FOR INCARCERATED ADULTS FUND CODES 285 563 (FOR PURPOSES OF RFP STATE CODE 563 TO BE USED)

FAQ

QUESTIONS RE PAGES45-48

Funding (P 45)

Q: The amount shown as available for Incarcerated Adults in Table 1 (P 3) is \$1,231,366 and on some of the earlier printouts in Funding on P 45 it is identified as \$1,066,318. Which is correct?

A: The former amount of \$ 1,231,366 is correct.

Proposal Submission Instructions (P 48)

Q: Do we need to submit 7 copies of our response/proposal?

A: Yes, you do.

Q: Does the proposal narrative have to be lettered and numbered to mirror the RFP? (i.e. Section III Profile of Services has letters A -J and some of the letters have numbered subsections)

A: Applicants may prefer to divide their responses into Section 1, 11 etc with their headings and then just divide into A.B.C etc would be clearest but this is your choice.

SECTION 1: ASSETS AND NEEDS

A.2.

Q: Are we required to have an Advisory Council? If so, since we are a unique institution, can our assessment panel serve as the Advisory Council?

A: You are not required to have an Advisory Board. We are inclined to regret your not having one because those that have included it have found it so helpful. But, if you have decided against it, give your reasons for doing so and explain how you are making up for its loss.

Q: This section includes a checklist requesting demographic information. Should we include this as part of the 25 page narrative?

A: No. Attach it to the beginning of the narrative and do not include it in the 25 pages.

Q: This checklist asks for average numbers in each classification of the sentenced. Our facility does not classify in the way suggested.

A: The suggestion was only a suggestion. Please change the headings where necessary and enter your classifications under the headings that your facility uses.

Q: Our facility does not classify linguistic groups-just ethnic and racial.

A: In all sections of this checklist, we hope that you will change and (sometimes, if you feel it necessary) explain your facility's classifications. The checklist was based on that used by several facilities but variations are welcome. Add other classifications-if you wish; put *N/A to this facility* -if you wish. We hoped that this checklist would give a quick summary of the needs of your inmates.

B.

Q: We are asked to list the communities in rank order that represent the residences of all inmates. Some of us have sprinklings of inmates returning to different areas.

A: Why don't you name the three to five of the most solid areas of residence with rough percentages of inmates returning and then note that the rest tend to return to some of the following areas. It may then be possible to tie in with reintegration work being done by Correctional facilities in those areas.

SECTION 11: ORGANIZATIONAL CAPACITY

A.3.

SECTION 111: PROFILE OF PROPOSED SERVICES

B.1

Q: Can you explain the contact hour rate? I assume if we take the hourly rate of a teacher, multiply by 1.25, that amount per hour, which includes fringe, is what we must meet? Also, can we multiply the salary by .25 to get the appropriate figure, since that would be easier?

A: The basic amounts that the DOE expects teachers (*as professionals) to be paid as supported by the rates are as follows:

With 25% benefits	With no Benefits
\$17.48	\$21.85

I will leave you to work out the math

Q: Does the hourly rate for administrators of \$24.04 include fringe, or is that salary with fringe expected to be tacked on? In other words, would the contact hour rate for administrators be \$24.04 multiplied by 1.25?

A: The basic amounts that the DOE expects administrators to be paid as supported by the rates are as follows:

With 25% benefits	With no Benefits
\$24.04	\$30.05

I will leave you to work out the math

Most Correctional facilities pay more.

Q: What happens if an agency's fringe benefits do not add up to 25% of the salary of the individual? What if the agency's benefits simply do not add up to that percentage? Can that agency still apply for funding when that threshold is not met?

A: The agency can still apply. Sometimes the salary will meet the level specified for non-benefits and is acceptable. Sometimes the amount that is paid falls below the acceptable and some of the grant may need to be returned. Please refer to the above levels noted.

J.1.a

Q: Is the integration of ABE and workforce development/community planning required? If not, would an application score increase if that element existed in an application? Also, are we required to have a workforce development partner named in the grant?

A: These are, I think, several questions for different areas. I believe that your program would benefit if workforce development became part of your curriculum. If you are unable to do this, give your reasons. If you were able to include a workforce development partner or your plans to include one, I believe that this would give credence to your commitment to workforce development. The question on scoring cannot be answered. Community planning is, of course, integrated with workforce development as well as the linkage that inmates from ABE programs

have with outside ABE programs and the commitment that the workforce and the ABE programs make to ex-inmates. You will also wish to add how the education team will work with other reintegration people in your facility who are concerned with employment for ex-inmates.

J.1.a

Q: . What is meant by the Memoranda of Agreement in Appendix D and who must provide that information?

A: An MOA is required only when the commitment of the partner is very decisive. This might be that this organization (manufacturing company, fast food organization, cleaning organization, accounting business or whatever) has made a definite commitment to (for example) train inmates, take on inmates into the workforce or similar commitments.

Q: Do we have to outline a plan for providing ABE students with job skills that are connected to specific employers? Is it required to align instructional activities with employment outcomes? What are the parameters and requirements that DOE is looking for?

A: The DOE is looking for you to work out a plan that fits the needs of your students. You will have worked with your students to ascertain their plans. If you do not have prospective employers that fit their needs, then your preparation will be more generic but may also be developed depending on student needs. If you have prospective employees in the areas to which the students are returning, then your program will be more specific.

Q: Do ABE students have to be enrolled in vocational classes? If so, what is the frequency?

A: Your decision-does it benefit students in what they need for the outside

Q: Do ABE students have to be enrolled in computer classes? If so, what is the frequency?

A: Your decision-does it benefit students in what they need for the outside

Q: Do ABE students have to be enrolled in Life Skill classes? If so, what is the frequency?

A: Your decision-does it benefit students in what they need for the outside

SECTION 1V: PAST PERFORMANCE

A.1.

Q: Do we need to put any information under Section IV Past Performance or is all of that information going to be extracted from SMARTT directly by the readers?

A: You should not concern yourself with this section. It will be completed by ACLS.

SECTION V: EVALUATION/[PAST PERFORMANCE

Q: What is the DOE supported rate for the Education Reintegration Counselor set aside? How much can we request?

A: I think you should regard your Education Reintegration Counselor as a professional or as an administrator. This is your decision. Then you must know what your facility regards as full time. If it is 40 hours per week, then a .5 FTE is entitled to 20. You must work this out with your facility.

SECTION V1: REQUEST FOR SET ASIDE FUNDS

2.

Q: Education Reintegration Counselor. You have said that funds for applicants who wish to apply for a .5 FTE Reintegration Counselor will be limited. Could a facility apply for less than a .5 FTE Reintegration Counselor?

A: We should have thought of this. Of course you can.