1. I downloaded the budget file from the website. The instructions indicate that if our grant recipient is not listed in the drop down box we can add it. However, when I try to it tells me that the cell has restricted contents. The budget workbook has been corrected on the LCTCS website.

2. Our program has expended less than $500,000 in federal awards during fiscal year ending 9/30/11. According to the RFP for the Adult Education Programs, p. 9, we must "use a LCTCS postsecondary institution as a fiscal agent for these grant funds."
   a) Will the recipient continue to expend the federal funds according to an approved budget to carry out the program of the organization and submit requests for reimbursements? Yes.

   b) What are the specific responsibilities of the fiscal agent, besides the audit? What is meant by the 'management' of the federal funds being the responsibility of the fiscal agent. Please refer to page 9 of the RFP titled, “Fiscal Management,” and OMB Circular A-133, § ___.205.

   c) It is my understanding that our program has always served as its own 'fiscal agent.' Please clarify the difference in operations regarding the expenditures related to federal funds this year? Please refer to page 9 of the RFP titled, “Fiscal Management.”

3. Can Adult Education Federal Funds (basic grant) and/or Adult Ed State Funds (basic grant) be used to pay for an Adult Ed participant’s tuition and fee for an LCTCS online course? No.

4. In the Grant Application packet, Adult Ed Federal Basic Grant, #5 Demonstrated Program Effectiveness, it states that “If available, applicants must submit NRS Tables 4 and 5 and Program Extract for 2009-2010; 2010-2011; and 2011-2012.” HOWEVER, Appendix F states: “Applicants who received funding in the past need not submit this table as long as the data for 2009-2010; 2010-2011; and 2011-2012 is available in LACES.” The LCTCS WorkReady U staff will print the required NRS Tables from the LACES data management system for programs funded in FY 11-12.

5. If I am an applicant currently receiving Federal and State Adult Ed grant funding, do I need to submit hard-copies of the NRS Tables 4 and 5 and Program Extracts of the required three years data OR submit a statement that this data is available in LACES? Please refer to response in #4.

6. a) As a currently funded program, does Appendix G (Certification of Data Submitted) need to be signed by CFO and included in this Application? No.

   b) Or, is Appendix G for applicants not currently funded or not funded in the past?

   Applicants that cannot demonstrate past program effectiveness through the NRS data tables must include Appendix G.
7. In the Grant Application Packet, Adult Ed Federal Basic Grant, #6 Program Narrative, Program Personnel #2 asks for a list/chart of educational credentials for administrators and instructors. Should copies of teaching certificates for administrators and instructors be included? **No.**

8. Adult Ed Federal Basic Grant, p. 13, "e. Instructional Methodology and Delivery," #11 refers to "wrap-around services." What are "wrap-around services"? **Services that promote the academic success and holistic experience of students by providing support, advice, advocacy, resources, referrals, and information in a respectful environment.**

9. Federal Basic Grant, p. 14, "i. Ability to implement LACES"---How does the program confirm its ability to "employ and conform to requirements" of LACES? For "i!", is a statement that this program has the ability to employ and conform to LACES requirements sufficient? **Yes.**

10. How the program will incorporate common core standards into the instructional program: Are we replacing Adult Ed. standards with the K-12 common core standards or will it be an integration of both? **Integration of adult education standards and Common Core Standards.**

11. Describe the method to collect longitudinal data for student progress through basic skills, post-secondary and career preparation, and employment: a) Will the department continue to use the program's LACES data to data-match employment gains and retention? **Yes.** b) Will the department do the same with post-secondary enrollment and completion? **Yes.**

12. Can a consortium submit a family literacy grant application for selected parishes? For example, the Iberville Consortium has five parishes, but only 2 parishes (West Feliciana and Iberville) want to apply for family literacy funds and use Iberville Parish School Board as the fiscal agent. **Yes.**

13. Define wrap around services. **See response to #8.**

14. Are funds allowed to cover the cost for Vocational training programs that lead to an industry-based credential? **No.**

15. Will the program pay tuition cost for students that are enrolled in short -term vocational training programs? **See response to #3.**

16. What is allowable administrative/indirect cost rate? **Federal Grant: 5% allowable administrative cost rate. State Grant: 25% allowable administrative cost rate. Indirect Cost is an administrative expenditure.**

17. Will the program pay instructional cost (adjunct vocational instructor) for short term vocational programs? **No.**
18. Can the program target a specific population such as "youth" age 16-24 that have difficulty in a traditional Adult Education program? Please refer to page 6 of the RFP titled, "Population to be Served."

19. Will the grant cover non-academic personnel such as a Career/Vocational Counselor, Job Coach, Retention Specialists, or Case Manager to assist with wrap-around service and transition services? Depending on the personnel job description, any personnel that are not Instructional personnel are considered Administrative personnel. Please see #15 for administrative cost rates for each grant.

20. Can students be served under the adult and state program? Please refer to page 6 of the RFP titled, "Population to be Served."