

Pilot Project Overview:

We are looking for new and innovative ways to recruit and retain adult literacy level learners, who score below a 5.0 GE into a literacy program using technology as the main method of instruction. We are particularly interested in adults who test at a 2.0 or below. This pilot program will be exploring and evaluating the effectiveness of programmatic strategies on marketing, developing partnerships, recruitment, retention, site location, and instruction using selected technology tools. We hope to identify models that are effective and not effective in order to recommend a model that may be scaled and replicated throughout Kentucky.

Eligibility to Apply

1. Q: Who is receiving the RFPs? Are KYAE sites receiving them?

A: Yes, as well as universities, KCTCs and any other identified adult literacy centers.

2. Q: We are a 501.c.3 agency under contract with Kentucky Adult Education. Are we eligible to apply on our own?

A: No, but you may choose to work through an eligible fiscal agent that may receive the funds and distribute them to you. Eligible fiscal agents would include any local or state government or educational institution. Hopefully these eligibility requirements will change after this pilot program.

3. Q: What will you look at to define Urban or Rural status—county population or city population?

A: As stated in the RFP, according to the U.S. Census Bureau, a population of 50,000 and above is considered urban and under \$50,000 is rural.

4. Q: Do we count our city or county population when we are considering whether we are rural or urban?

A: Whomever you plan to serve, just specify in the RFP. If you do specify the city, you still may accept residents from outside the city into the program.

5. Q: Would a correction institution be an eligible site and would incarcerated individuals be an eligible population to serve?

A: Not for this grant because they are a captive audience. We are going to be piloting a site in a correctional facility using the technology in the future, but not for this RFP.

6. Q: Can we submit an RFP for both Model A and B?

A: Yes, but each will have a different budget summary, narrative, and project summary.

<p>7. Q: If we are a KYAE funded site, can we include these students in our KYAE numbers?</p> <p>A: We haven't found out conclusively on this answer. We will let you know for sure.</p>
<p>Pilot Program Expectations</p>
<p>8. Q: What are the estimated numbers expected to be served? What the expected levels of gain are for the students?</p> <p>A: There is no minimum enrollment or level of gain requirement. We hope each site will have at least 3 enrolled. We are more concerned that you implement what you said you would do in your RFP: to recruit; retain; develop partnerships; and implement the curriculum using the technology. We want to see success stories. We want to hear about Kentuckians who could not read and now they can. Although this is not a numbers driven pilot, Senator Guthrie will be presenting our mid-year and yearly results to the legislators and the higher the numbers and the greater the level gains, the more likely we are to be funded again and replicated throughout the state. Legislators are looking for scalability as well and it is difficult to scale a model that only show success for a small number of literacy students. Showing success with your pilot and gains from it will likely help ensure continuous funding.</p>
<p>9. Q: What happens when a learner tests between 4.0 and 5.0 GE?</p> <p>A: You may take them as long as they score below a 5.0. This will be clarified in the MOA.</p>
<p>10.Q: What type of adult literacy education does the instructor need to have for Model B?</p> <p>A: Preference will be given to those applicants that can hire or will have a job description to hire reading and writing instructors with expertise in reading and writing serving adults, especially those that are at the below basic level. Preference will be given to graduates of KAELI, the NCFL Reading Project or other comparable educational programs.</p>
<p>11.Q: Are there any limitations regarding students with learning disabilities, developmental disabilities, etc. as long as other criteria are met?</p> <p>A: Only ESL or those who score 5.0 and above are not eligible to be served by this pilot. You may refer them to the local adult education program.</p>
<p>12.Q: Just to clarify - if chosen for a pilot site, we do get to choose the software...correct?</p> <p>A: You will have the choice of two or more technology software products.</p>

13. Q: Curriculum will be provided or must be developed?

A: For the technology/facilitator model, the curriculum will be incorporated within the software and will guide the student through the process. The facilitator will administer the assessments and assist the learner and may perhaps coach and guide. For the instructor/technology model you will need to explain how you will use the technology software with an instructor as well as what supplemental materials you will use and how you will use them.

14. Q: How much time are we required to have the site open?

A: That is up to you and should reflect the needs of your community.

15. Q: Are all current policy and procedures as outlined by KYAE applicable to this RFP?

A: No, although KYAE is part of the development for this project as well as a partner, this is a separate endeavor. Policies and procedures will be identified in the MOA, which will be completed with each chosen program pilot site.

16. Q: What is the Steven's Amendment listed in the Assurances?

A: The Steven's Amendment is the flag burning amendment saying that you cannot burn the American flag. This inclusion in the Assurances is standard for educational institution MOAs.

Assessment/Data/Evaluation

17. Q: When you say that we have an ARCS Reading Inventory, are you saying that we need to use one of the inventories identified in the ARCS study?

A: yes. We will choose the profiles that everyone will use. Go to Nifl.org for more information on the ARCS Reading Inventory information. We will choose the assessments to be completed by students as they enter the program, and will train you on how to use them.

18. Q: Do we have a timeline for tracking data?

A: It will need to be tracked monthly using the software and the additional testing. You will not be testing the students monthly using the ARCs learning profiles but will be reporting level gains using the technology tool assessments. We do not want to be formally testing all students on a monthly basis. UK will be conducting evaluation of the pilots and they will work with the pilots to determine how often we will be formally assessing students. This is will in the MOAs

19.Q. Can we use our own assessment in addition to the ARCs profiles?

A: Yes

Site Location/Site Expectations

20.Q: Why an “outbound model site” preference?

A: One of the main purposes of this grant is to try something new or something that has not been largely replicated in reaching and retaining students. We have learned through the limited research that non-readers are not likely to come to a school building or a public location to receive adult education. Through this pilot, we hope to discover some models that work and some that don't so that we can have better informed practices to reach more Kentuckians with literacy gains.

21.Q: Some examples of “non-traditional site?”

A: We cannot define a non-traditional site because it will vary depending on your county. Some examples may be a Goodwill, Wal-mart, mall, employment office, homeless shelter, etc. Preference will be given to applicants who can show that they have identified a site that literacy students frequent, that offers privacy, and does not resemble a school site. It should not be obvious to the public why they are there.

22.Q: If we demonstrate that rural areas are not well-equipped to support a computer lab, can we suggest a local school setting, even though it is considered a traditional site?

A: You can suggest it, but preference will be given to more non-traditional sites.

23.Q: Are churches or sectarian institutions, and housing authorities allowed as sites?

A: Yes, if you can show why it would be considered non-traditional.

24.Q: Can we have more than one site (i.e. one in a community center, one in the housing development)? Does this enhance our application or not?

A: Yes. It may enhance your application, if you can show that it meets the needs of your community.

25.Q: Can a site be in a current adult education center.

A: Not really. It can be in the same building but it must be clearly separated from the other adult learners. We are testing the theory that the literacy level learners prefer to learn alone or with others similar to them.

<p>26.Q: Would a site such as a K-12 public school be considered non-traditional if used during weekend/after-school hours?</p> <p>A: Not necessarily. We have found through research that many adults at that level prefer not to go to a school building. We are looking for something different that has not been tried before or is not very common. Preference will be given to those sites.</p>
<p>27.Q: Permits, licenses, taxes and commonwealth registration-please explain.</p> <p>A: If these are needed in your community to secure your site, etc. you are responsible for these.</p>
<p>Equipment/Software</p>
<p>28.Q: Must we have a server?</p> <p>A: Yes. We will purchase these for you.</p>
<p>29.Q: Will the grant provide money for computers?</p> <p>A: We will be subtracting from the allocation of funds to the pilots and purchasing 3-4 computers per site. We are attempting to purchase laptops.</p>
<p>30.Q: How many computers are we required to have?</p> <p>A: There is no minimum requirement other than what we supply for you. However, preference will be given to those applicants that can partner with others in the community such as Walmart and provide additional computers if needed.</p>
<p>31.Q: Will training be provided on the assessments and software?</p> <p>A: Yes and CCLD will be paying for this. You do need to look at the software as an applicant and be familiar with its structure so that you can describe in the RFP how you will use it to increase literacy skills.</p>
<p>Budget/Allowable Expenses</p>
<p>32. Q: How will the funding be dispersed?</p> <p>A: Funds will be dispersed in two lump sums. You will be given one lump sum by May 1st and the second by August 15th. You will be able to carry funds from this year over into next year. You must arrange this with your fiscal agent.</p>
<p>33.Q: Rural and Urban areas awarded the same monies?</p> <p>A: Yes</p>

<p>34. Q: If you are supplying the computers can we still purchase more with are funds?</p> <p>A: Yes. All pilots will receive the same number of computers but if you can supply more through partnerships or wish to purchase more you may.</p>
<p>35. Q: Will materials or software be given or should they be figured into the proposal?</p> <p>A: We will be purchasing the software. We are currently negotiating pricing with the vendors.</p>
<p>36. Q: If items such as transportation and incentives for the students are included in the budget and later is determined they are not needed, will budget amendments be allowed?</p> <p>A: Yes, this will be clarified in the MOA. We want you to be able to use all the funds.</p>
<p>37. Q: What types of expenses are allowable?</p> <p>A: You may not provide stipends, cash, vouchers or gift cards to students using grant funds. You may however provide transportation, child care, purchase bus tickets, and provide gift baskets of food, clothing, school supplies, etc for up to \$25 per student. We are really interested in sites that can form partnerships. You may provide stipends, cash vouchers, and gift cards if they are donated to you by your partnering agency. Funding may also be used for rent, and furniture for the site.</p>
<p>38. Q: Are there any future funding possibilities?</p> <p>A: Yes, if these sites are successful, we hope to expand them the following year. If we can provide the legislators success stories, Senator Guthrie will be requesting additional funding for the following years to continue the pilot sites and possibly add additional sites.</p>
<p>39. Q: Will Funding for administration costs be allowed?</p> <p>A: Yes, if you think that is the best use of your funds. You should describe how those expenditures will be beneficial and necessary to your program.</p>
<p>40. Q: Are the funds considered state or federal?</p> <p>A: They are state funds only.</p>
<p>41. Q: How many students should we anticipate?</p> <p>A: You must determine that and include it in your proposal. You will need to estimate that because you will be responsible for additional computers, assessments, supplies, etc. You will need to estimate. Budget amendments will be allowed.</p>

42. Q: Will we have any say in the technology software?

A: We formed a team of state wide experts in adult literacy, (center directors, universities, businesses, KYAE), to chose software that we would like to test. There were less than 10 to choose from. Once the 4 pilots are chosen, you will have a say in which technology software tool you believe will be suit your needs.

Application Format

43. Q: What do you mean by “blind copies”?

A: You must provide 7 copies. One electronic and one hard copy mailed with all identifying and complete information. You must also mail 5 hard blind copies excluding the names of agencies, county or city, names of personnel, etc. You may white or black them out. You still should be as specific as possible as to personnel’s background, education, experience, etc but exclude their name. You can also describe the site without providing an address that may identify the county.

44. Q: On page 17, Part 5, Item 2 it refers to 3 project years? Please explain.

A: Please disregard the three year section. We do hope to replicate for at least three years and beyond but Sen. Guthrie will not be able to tell us until spring of 2008