QUESTIONS SUBMITTED FOR WYOMING FAMILY LITERACY RFP

Final Q&A - as of 6/25/12

Q1: Regarding section 8. Target Population & WyFL Program Assurances/#2 – Both state that we will serve, Birth-12yrs old. Past grants are written for Birth-7yrs. old. Not sure if this is a typo?

A1: The program will serve children through age 12.

Q2: What research are you looking for regarding addressing the “…prevention of reading difficulties for children and adults…”

A2: The National Center for Family Literacy has a wide range of resources that have addressed this issue and are available through their website at http://www.famlit.org/free-resources/. US Department of Education also has published information in the “What Works Clearinghouse” available through their website at http://ies.ed.gov/ncee/wwc/publications_reviews.aspx.

Q3: These partnerships must provide services on a “voluntary basis.” Does this mean that if a childcare service that is a partner with this program cannot provide services for children from newborn to 6 months due to the increased cost to their program just to partner with family literacy, they will not receive funding from family literacy to help offset these extra costs for them?

A3: No, it does not mean that they are unable to receive funding from family literacy. Grant funds may be used to offset the additional cost for daycare.

Q4: The RFP requires that there be only one family literacy program per college service area, correct? Thus, if a college serves more than one town (such as NWCCD which serves Sheridan, Gillette and Buffalo) the applicant applying for the family literacy contract must partner with other towns within the service area so that one program is running multiple programs in other towns? For example, if Sheridan wrote an RFP for establishing a family literacy program, then they should partner with Gillette who will also want this program to have one fiscal agent. This way, the coordinator of the family literacy program within the NWCCD service area would service two cities: Sheridan and Gillette. Although both cities would have a family literacy program, it would technically be just one program because one applicant applied for the RFP to create one program serving two locations. Is this correct?
A4: You may write a separate proposal for each site, Gillette and Sheridan. The proposal would not have to be combined for the two cities. The intent of the expansion of this program is that there would be at least one family literacy program in each community college service area, but not necessarily limited to one in each area. If two proposals are submitted for the same city, they will be competing against each other for Family Literacy service delivery.

Q5: Since many of these programs will be starting from scratch, most of the first year will be focused upon ensuring staff have the required professional training, creating screening processes, and developing the program through the partnerships in order to deliver quality services to families that need these services. Please explain the comment under “Budget” which states “...preference will be given to programs concentrating on delivery of services rather than programs building their administrative structure…”

A5: We recognize that a new program will require some time for startup, however it is our expectation that it would not take most of the year before the program is operational. Time used for startup activities should be addressed in the Program Development portion of the application, so those activities may be considered in the application scoring.

Q6: Please explain another comment under “budget” which states, “…payments will be made only on a monthly, cost-reimbursement basis for allowable actual expenses…”? How will the program be able to pay for items such as office supplies, professional training, etc if they do not have the money up-front to do this? Who will pay these expenses in order to get reimbursed? Also, what if the program does not have the upfront funds to pay for expenses before needing them…how will program costs be paid for in this case?

A6: By WY Statute, the WCCC is unable to advance funds to a vendor for services not yet received. It is expected that any startup advance the program needs will be acquired from local partners. The program would then request reimbursement from grant funds and repay the local partner. Another option would be for the program to make the necessary arrangements with their vendors to accommodate the delay in receiving grant payments.

Q7: The “…agency’s web-based data collection system…” is this the LACES database system or is it something else?

A7: The agency’s web-based data collection system, the WY Family Literacy Database, is a program specific database that is separate from LACES. Access to and training on the database will be provided for those programs that do not currently have access.
Q8: Out of the 4 required program goals, only one must tie into the family literacy program standards, correct? Thus, not every goal has to be linked to all the performance standards? Please explain.

A8: A minimum of one goal must address how the program will ensure compliance with the State Performance Standards, or otherwise be tied to those standards. Other goals may address program design, program development, staff training, or any other area relevant to the on-going responsibilities of the program.

Q9: Should each separate program submit a Family Literacy Proposal? For example, Cheyenne and Laramie are the same college but our programs and goals are entirely separate and different for the new Family Literacy Proposal. Both programs have separate directors and staff.

A9: Each program may submit a separate proposal. There is not a requirement to have only one program per community college service area.

Q10: On the Cover page signatures, #2 Partner - It has an asterisk next to it…it says at the bottom of the page that we are required to have a minimum of three agencies established. Do we need 2 additional signatures from partnerships? There is only one area on the Cover Page.

A10: A minimum of three agencies will establish the partnership, but only one partner needs to sign the cover page along with the applicant.

Q11: For applicants from a college, must the president sign the cover form or may an assistant superintendent sign?

A11: Any person who has the authority to bind the program in a contract may sign as the applicant on the cover form.

Q12: Are we required to have the president of the college sign the grant on the Cover Page? Or can it be a local education agency such as our school district.

A11: Any person who has the authority to bind the program in a contract may sign as the applicant on the cover form. A local education agency would qualify to sign as the partner on the cover page.
Q13: The Performance Standards 2 & 3 (3C) does not address children over age 8. Currently we only track kids thru grade 3. Subsequently when we have an interested applicant and they do not have a child under 8, we refer them to the ABE program because they do not need child care/ECE. The student is able to attend the ABE program while their kids are in school.

A13: As long as an applicant has a child aged 12 or under, he/she may receive services from the family literacy program. The ABE program does not address some of the key components of the WY Family Literacy program, such as interactive literacy activities between parents and their children or training for the parents on being the primary teacher for their children. These types of services may still be given to that applicant. Performance standards for children between the ages of 9 and 12 will be developed during the program year, in coordination with the local program directors and the WCCC Program Manager.

Q14: If my agency is a child-care provider, may I apply for a Family Literacy grant?

A14: Yes. It is the responsibility of the applicant for this grant to coordinate services with other agencies in the community to provide the component services described under item #4 of the RFP. You would be required to work with the ABE provider and any other applicable partners in your area to establish the best design for services to the families, children and adults.