

**Questions and Answers**  
**for**  
**Request for Proposals and Request for Applications (RFPs/RFAs)**  
**Fiscal Year 2004-2005**

**Posted 4/28/2004**

**Q.** Can agencies with currently funded Family Literacy projects apply for new Family Literacy funds?

**A.** Yes, if they remain an eligible applicant.

**Q.** Can a district or college apply for more than one project?

**A.** Yes, if the same student outcomes are not duplicated.

**Q.** Are governmental agencies eligible to apply for Family Literacy funds?

**A.** Yes.

**Q.** What is the status of Perkins and Tech Prep Roll-Forward funds?

**A.** The Roll-Forward information is posted on the web site at: <http://www.firn.edu/doe/dwdgrants/grants.htm>.

**Q.** Why does the secondary Perkins application not include a Workforce Board Assurance Form?

**A.** Not required for secondary.

**Q.** Will additional RFPs and RFAs be posted on the web site?

**A.** Yes, as they are approved. Others, including Leadership funds, will be posted as they are developed and approved.

**Q.** What is the last day for encumbering funds?

**A.** June 30.

**Q.** When must all encumbrances be liquidated?

**A.** August 20. The final financial report (DOE 399 or 499) is due also at that time.

**Q.** Will Front Porch and Community Technology projects be continued this year?

**A.** No, they are new, open competitive this year.

**Q.** What are the guidelines for including General Terms and Assurances this year?

**A.** All Local Education Agencies (LEAs) have assurances on file with the comptroller and do not have to refile unless the agency head changes, or the assurances themselves change. Community-based organizations (CBOs), if a direct applicant, must refile assurances yearly with each application submitted. If a CBO is a subrecipient with an LEA, that LEA can require the CBO to submit assurances. That is an institutional decision. If a CBO is a direct applicant, but using an LEA as a fiscal agent, that CBO must file assurances with the application.

**Q.** How long must deliverables and student records be kept?

**A.** Three years from the date of the final financial report (DOE 399 or 499 as applicable) or three years from the date of the successful resolution of an investigation or audit.

**Q.** Should applications be single- or double-spaced?

**A.** Preference is for double-spaced for an easier read.

**Q.** Are forms included in the narrative page maximum?

**A.** No, the forms requested are not counted in the narrative page maximum.

**Q.** What happens if I submit more narrative pages than the maximum?

**A.** Pages over the maximum allowed in the RFP/RFA will not be read or scored. Please adhere to the maximum number of narrative pages indicated in each RFP/RFA.

**Q.** Must all documents listed under “Conditions for Acceptance” be included when an application for a competitive project is received at DOE?

**A.** Yes, all documents must be included in the original submission to be eligible for competition.