

FY22 Migrant RFA Questions and Answers

1. Page 6, #3 – “KDE migrant staff will be consulted annually regarding evaluations of regional migrant personnel, including the region coordinator, recruiters, advocates, and clerks.”

Q: Regional staff are employees of the fiscal agent, not the KDE, and as such the fiscal agent is responsible for evaluating regional employees. The KDE migrant staff have no jurisdiction in evaluation. Please clarify what is meant here.

A: Although KDE is fully responsible for meeting the administrative and programmatic requirements of the migrant program, KDE is only asking to be consulted by the fiscal agent regarding evaluations of regional migrant personnel to provide input concerning their evaluation. We are not suggesting that KDE will be the evaluating agency, but that regional migrant staff work very closely with KDE and should be assessed in part based on that work.

2. Page 6, #4 – “Collaborating with the SEA on the regional center staff job descriptions.”

Q: Please clarify expectations here.

A: Since this is an RFA and a fiscal agent may apply that may not know what the migrant education program is, we are offering the fiscal agent sample job descriptions to ensure that what they use meets the needs of the MEP program. The samples are included in the appendix. If the fiscal agency’s job descriptions vary from the examples provided, KDE will work with the fiscal agent to ensure that all job duties are included in the final job description.

3. Page 6, #6 – “Technology in the regional center must be the most current available, including hardware, software, and broadband capacity.”

Q: Please clarify reasonable expectations for technology in the regional centers.

A: The respondent should be prepared to provide and support for relevant staff:

- Microsoft Office Suite
- Windows 10 or newer
- Current version of a popular web browser (Chrome, Firefox, Edge)
- Internet connectivity sufficient to access common websites
- Bit Locker Encryption must be included on any migrant program devices

In addition to standard office applications regional computers must be able to run the MIS2000 application.

4. Page 8, #14 – Q: We currently offer a week-long residential High School (9-12) Student Leadership Institute in the summer at a 4-year university, which meets all criteria. Our middle school students (6-8) are offered a residential 4-day, three-night camp at a KY state park. Must the middle school camp also be held at a university or is the state park location fine as long as we show collaboration with a university, meeting all transition ready criteria?

A: As long as you collaborate with a college or university with the high school and/or middle school camp you have met the criteria.

5. Page 12 - The deadline to submit the application on page 1 says April 20, 2022; however, the deadline stated on pages 12 and 32 says April 22, 2022. Please clarify.

A: The deadline is Friday, April 22, 2022 at 4:00pm (EDT).

6. Page 19 – “KDE reserves the right to consider demographic and programmatic diversity as factors in the selection of funded applications.”

Q: Please clarify this statement. Does it mean diversity in staff?

A: When reviewing applications, KDE may consider the ethnic density of various populations around the state. If an applicant provides a plan that is best aligned to serve these populations that may be considered in awarding the grant.

7. Job Descriptions – Appendix A-D

Q: Are these just suggestions/examples or are these job descriptions meant to replace current job descriptions already in place?

A: These are samples that could be used by the fiscal agent. If the fiscal agent has current job descriptions, then KDE will work with that fiscal agent to make sure all the basic responsibilities are being met with those job descriptions.

8. Appendix A – “Days/Salary: 240 days”

Q: Is this a limit or just a suggestion? All of our full-time staff are 260-day employees.

A: 240 days is a minimum requirement for all the regional migrant jobs, if the fiscal agent can afford to pay more than 240 days to better meet the needs of the students and program then that is acceptable.

9. Appendix B – “Reports to: Regional Migrant Recruiter”

Q: This should say Regional Coordinator.

A: This was updated with the 1/10/22 updates that were posted.

10. Appendix B – “Wage/Hour Status: Nonexempt”

Q: This should read, “Follows the fiscal agent’s salary schedule”, the same as for the Advocate in Appendix D. Paying overtime for a nonexempt employee in this position would be cost prohibitive.

A: Agreed, again these are only samples.

11. Appendix C – “Reports to: Migrant State Director under the Kentucky Department of Education (KDE)”

Q: No fiscal agent employees report directly to the KDE as they are not employees of the KDE. This should say reports to Regional Coordinator. Under “Primary Purpose” it states, “The Records Clerk is directly responsible to the Regional Coordinator.” It should read the same for Reports To.

A: This was a typo that was updated on 1/10/22. It now states, “and the fiscal agent supervisor.” What you have stated is accurate, the migrant regional clerk may report to the regional coordinator if that is what the fiscal agent desires. They do not report directly to KDE.

12. Appendix C - “Days/Salary: 240 days (this employee is an ‘at-will’ employee, and the Migrant State Director may terminate this employment at any time.”

Q: Is this a limit or just a suggestion? All of our full-time staff are 260-day employees. Secondly, page 6 states that each region must have a full-time clerk. This seems to be a contradiction. Also, regional employees are hired by the fiscal agent. The Migrant State Director has no direct authority or responsibility to terminate.

A: 240 days is a minimum requirement for all the regional migrant jobs, if the fiscal agent can to pay more than 240 days to better meet the needs of the students and program then that is acceptable. Also, see answer to question #11.

13. I have been informed that the feds are switching over the Unique Entity Identifiers (UEIs) to replace the DUNS number. Please confirm which is required for the Kentucky Migrant Education Program RFA. **A: The updated RFA posted on the KDE competitive grants page addresses the change to the DUNS system. This RFA allows for either number to be used.**

14. Is a private institution eligible to apply as long as they are within one of the detailed zones?

A: From page one of the RFA: "As authorized under Title I, Part C of the Every Student Succeeds Act, the Office of Continuous Improvement and Support, Division of School and Program Improvement, is issuing a Request for Application (RFA) from local educational agencies, educational cooperatives or public universities/colleges to develop and implement technical assistance and professional learning programs that facilitate the educational and support services needed for identified migrant children and their families." Per the RFA the three eligible types of institutions that may apply are all public.

15. The RFA requires that salary schedules for certified and classified staff be shared with KDE. How do you want this salary schedule submitted? Will the page be added after the tentative budget and will not be included in the total number of allowable pages for the application?

A: The salary schedules are not included in the allowable number of pages. Please attach them as an appendix.

16. There are two separate submission deadlines listed within RFA. The deadline date on page 1 is April 20, 2022. The deadline date on pages 13 and 32 are April 22, 2022. Which of these is the correct submission deadline date?

A: Please see the answer to Question #5 above.

17. Will the positions for the regional coordinator and regional clerk be a required or a suggested 240 days?

A: A minimum of 240 days is required for these positions.

18. Under job descriptions, the regional recruiter and advocate positions report to the regional coordinator. Why is there a distinction with the regional clerk position with them reporting the same supervisor as the region coordinator?

A: Both positions will report to the fiscal agency supervisor. This was an oversight from a prior RFA.

19. Why is there an "at will" clause for termination by the Migrant State director listed under the regional clerk job description and not other descriptions within the RFA?

A: This was an oversight from a prior RFA. Personnel evaluation and hiring/termination decisions are made by the fiscal agent.

20. If an LEA is awarded the Migrant Education Regional Service Center RFA and that LEA has an existing standalone program, will that local standalone program be absorbed by the regional service center and act as one entity? (Meaning one allocation, budget, staff, and programming)

A: Yes, that is accurate. The district will be served as a non-stand-alone district. This means that its allocation will be given to the regional service center.

21. When completing a tentative program budget for a new start up center, is it acceptable for a new start up center to budget for \$335,000 in year one? (permitted they need the start up funds) Is furniture the only permitted expenditure for the one time \$10,000 start up amount?

A: The program budget should be built from the standard allocation of \$325,000. The one-time \$10,000 start-up amount should be treated separately and is for costs related to the start-up of a brand new program. This \$10,000 amount will have a separate approval process.

22. If a subcontracted district from the regional office earns \$55,500 or more but is subcontracted less than the minimum \$55,500, do they still need to complete an application?

A: If a subcontracted district's allocation is over \$55,500, regardless of the amount of the subcontract, they will still be responsible to complete a migrant application.

23. When you mentioned that "priority for service (PFS) students MUST receive academic services during the summer either directly from a migrant staff member or as facilitated by a migrant staff member." Can you please define "facilitated by migrant staff members'?"

A: In this instance, facilitation means either providing the service or supervising the service. It is expected that migrant staff will be directly involved in providing academic services to PFS students during the summer, either by providing the service or by directly supervising the service.