



Responses to questions:

Q1. Section 3.1, p. 15: "The Department will verify the eligibility of potential participants for ETVP."

- a) Will the selected vendor have access to the needed database?
- b) How will the Department identify students from other states who qualify for Alabama's EVT?
- c) What criteria will determine satisfactory progress?
- d) Are there added benefits for in state school attendance?
- e) Who is responsible for monitoring students from other states?
- f) Does the ETV support graduate school?

- R1. a)** A database will be developed by the vendor that stores program applications and supporting documentation. The Department will have full access to the database and use it to monitor the program. The Department will determine applicants' eligibility as per the FACTS system and use the vendor's online ETV eligibility tool to confirm their eligibility for the program.
- b)** The vendor will maintain an AL ETV website that promotes the program nationally and work with other states' Independent Living Coordinator and or ETV Program to coordinate services for youth from other states who may be eligible for the AL ETV Program.
- c)** The criteria for determining satisfactory progress will be the generally accepted standard at most colleges and universities. Students must earn a 2.0 GPA/C in their coursework each semester and are earning credits that can meet the requirements of a degree or certificate program. Additionally, all transcripts will be monitored to ensure students do not frequently withdraw from or fail classes, which not only delays their academic progress but it is expensive to repeat classes.
- Credits earned and GPA will be verified by reviewing each student's official transcript after completion of each semester for which they receive ETV funding. The vendor must provide some sort of academic support program to students who are not making satisfactory progress.
- d)** As per the federal ETV program instructions, students attending Title IV post-secondary institutions are eligible for funding; therefore, there are no added benefits for those attending an in-state school.



- e) The vendor is responsible for monitoring students from other states and confirming that they remain eligible for the AL ETV Program.
- f) ETV funding is limited, therefore those who are working towards earning a 2 or 4 year degree are given first priority; however, students who meet all other requirements for the program, may receive post-graduate funding if it is available after meeting the needs of all eligible undergraduates.

Q2. Section 3.2.1, p. 16: "Process applications for Education Training Vouchers"

- a) Are students eligible for work study programs if receiving ETV?
- b) What type of updates will the Department require?
- c) Will the selected vendor have access to the online, password protected database system?
- d) Will the Department provide the needed training for this service?
- e) How many staff currently monitor/update the ETV website and data system?
- f) What does the Department define as "other student populations?"

- R2.**
- a) Students are eligible for work study programs if they receive ETV. The combined total of all grants and scholarships which may include work-study employment and ETV funding cannot exceed a student's cost of attendance.
 - b) The Department will require monthly reports detailing:
 - Total amount of funding awarded each month by category (tuition, housing, living expenses, housing, childcare, books and supplies, and transportation.)
 - County report listing the total amount awarded by county and its percentage of funding
 - The number the number of funded applicants, the amount each individual student receives by category (tuition, housing, living expenses, housing, childcare, books and supplies, transportation.)

The Department will also require an annual report which must be submitted within 45 days of the end of the contract period which contains but is not limited to:

- A comprehensive funding report
- The total number of applicants and outcome of their application (eligible, ineligible)
- Detailed demographic information of program recipients (gender, age, marital status and parenting info)



- Type of schools attended – 2yr or 4 yr., public or private
 - Graduation/completion information, degrees earned
 - New and returning students
 - Results from client surveys
 - Information on student support services offered by the vendor to include academic support services, education and career counseling
 - A narrative that includes student outcomes and well-being indicators
- c) The vendor will access the password protected ETV website which stores applications, student records including detailed fiscal tracking.
- d) The selected vendor will train the Department’s staff to access the database and monitor the program.
- e) The ETV website and database system are supported by a database manager and ETV program manager. Applicants and students receive ETV program support from an ETV Coordinator and a Student Services specialist who works with pregnant and parenting AL ETV recipients.
- f) “Other student populations” refers to non-DHR clients.

Q3. Section 3.2.4, p. 16:” Provide satisfaction survey results.”
What is the frequency of this survey?

R3. The selected vendor will be required to survey the students once each year to collect information on their program satisfaction and suggestions for improving services. Survey results will be included in the final report and incorporated into program materials to help AL students and the Department in its independent living and education work with youth.

Q4. Section 3.2.4 (D), p. 17:”...specify whether they are attending a post-secondary or vocational training school...”
Will ETVP support transportation needs?

R4. ETV funding can be used for transportation once it has confirmed with the students’ financial aid office that all direct expenses such as those listed below have been paid. ETV funding is in addition to the Pell Grant and other scholarships and grants, therefore the vendor is required to help each student develop a realistic budget that includes all sources of funding and school and living expenses.

- Tuition & fees
- On-campus room and board



- Meal plans
- Books, a computer (if needed,) school supplies (such as uniforms, tools, equipment)
- Study abroad expenses

Once these expenses have been covered, ETV funds can be sent to a third party or the student for qualified living expenses such as:

- Rent for off campus housing
- Food
- Transportation
- Health insurance premium costs
- Dependent childcare payments to licensed child care providers

Q5. Section 3.2.6, p. 17: "Student academic progress"

- a. Does ETVP support tutoring services?
- b. What types of documentation is needed to support award expenditures?

R5. a) The ETV Program's AL Coordinator helps the student obtain on-campus services including tutoring which is provided to all students and paid for by student fees. Additionally, there are free online resources for college students that are widely used. The federal ETV program's instructions direct ETV funding guidelines to follow the Higher Education Act, which limits funding expenditures to the published cost of attendance expenses which does not include payments to third parties for tutoring.

b) Each eligible student must provide official documentation from their school each semester that confirms their enrollment, detailing their cost of attendance (which may vary from semester to semester) as well as federal and state grants, private scholarships, work-study and student loans offered. The combined total of all funding cannot exceed a student's unmet need as per their cost of attendance. ETV funding should replace or reduce the amount of student loans a student accepts.

The vendor must work closely with each student and college or university to ensure that the student receives all grant funding for which they are eligible and does not accept excess loans. The vendor will send the college and the student an award letter each semester detailing their grant amount, how it is to be allocated (ex: tuition, housing, living expenses) as well as a distribution schedule. Direct payments are sent to schools for tuition & fees,



on campus room and board, living expenses are sent to students throughout the semester.

**Q6. Section 3.2.7, p17: "Minimum Employee Qualifications"
What qualifies as "full time experience?"**

R6. Full-time refers to a work week of forty (40) or more hours.

Q7. How many youth served for the last 3 years? For example: 09-10, 10-11, and 11- 12: Page 15, Section 3.0. Alabama Educational Training Voucher Program

**R7. 2009-10
Total Youth Served-391
Total Youth Funded-192**

**2010-11
Total Youth Served-464
Total Youth Funded-198**

**2011-12
Total Youth Served-438
Total Youth Funded-188**

Q8. How much funding has been issued each year? Page 23, Section 5.0. Cost Reimbursement Budget

R8. 2009-10 total funding was \$425,527.47

2010-11 total funding was \$584,052.54

2011-12 total funding was \$583,215.20

Q9. Please describe "monitor and support student progress" more fully. Page 16 Section 3.2.1 B. Administrative Services

R9. The vendor must have demonstrated experience working with youth pursuing post-secondary education and training. The vendor will be responsible for monitoring student's progress and providing services that help them progress towards completing their degree or certificate.

Monitoring progress must include a review of ETVP recipients' official transcript after each semester and prior to funding them for the current/upcoming semester. Based on students' GPA, courses taken and stated major/career goal, student support services must be offered that helps youth achieve stability and well-being relative to their peers in college and succeed academically. Student support services must be able to offer individualized guidance and coaching to ETVP recipients and document their progress.



Q10. Please describe “adjunct services to students”. Page 16 Section 3.2.1 C.
Administrative Services

R10. The vendor must provide a range of adjunct services such as:
sending care packages throughout the school year, match interested
students with volunteer mentors, providing services with information
on finding internships, career planning, workforce readiness,
budgeting and financial literacy, and age appropriate independent
living skills development.