



Kansas Board of Regents Adult Education

Request for Proposal (RFP) Instructions

July 1, 2020 – June 30, 2025

Due Date: March 13, 2020

I. Introduction

To: Eligible providers seeking federal funding to provide Adult Education services. Eligible providers are organizations of demonstrated effectiveness ([click here to see the requirements of demonstrated effectiveness](#)) and may include:

- a. Local educational agencies;
- b. Community-based organizations or faith-based organizations;
- c. Volunteer literacy organizations;
- d. Institutions of higher education;
- e. Public or private nonprofit agencies;
- f. Libraries;
- g. Public housing authorities;
- h. Nonprofit institutions that are not described above and have the ability to provide adult education and literacy activities to eligible individuals;
- i. Consortia or coalitions of the agencies, organizations, institutions, libraries, or authorities described above; and
- j. Partnerships between an employer and an entity described above.

Action

The Kansas Board of Regents is seeking applications to provide Adult Education programming from eligible providers. A Bidder's Conference Call (optional) will be held Friday, January 24th, 2020 from 10:00 am – 12:00 pm. Conference call details will be available at https://www.kansasregents.org/academic_affairs/adult-education before the call.

Intent to Apply (*optional*): Interested applicants are encouraged to submit a letter of intent to apply for funding via email (adulthoodreports@ksbor.org) by January 31, 2020, at 5:00 pm, Central Daylight Time. Submission of a letter of intent is not required for applicants to submit a full application.

Applications with all signatures must be received electronically via email (adulthoodreports@ksbor.org) by March 13, 2020, at 5:00 pm, Central Daylight Time. Notice of awards will be made by June 19, 2020.

Purpose and Outcome of the Grant Opportunity

The Kansas Board of Regents makes this funding available following Title II of the federal Workforce Innovation and Opportunity Act (WIOA). The purpose is to provide eligible individuals

with educational opportunities to acquire the skills necessary to become self-sufficient and to participate effectively as productive workers, family members, and citizens.

Funding Details

The state is running one competition for all funding under WIOA sections 225, 231, and 243.

Funding available is a combination of federal funding available through Title II of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and state matching funds. The estimated amount of funding available for the fiscal year 2021 (July 1, 2020 – June 30, 2021) is:

WIOA Program	Federal	State
Sec. 231 Adult Education and Literacy	Up to \$3.1 million	Up to \$1.4 million
Sec. 225 Programs for corrections education and other institutionalized individuals (Optional)	Up to \$620,000	-
Sec. 243 Programs for Integrated English Literacy and Civics Education (Optional)	Up to \$380,000	-

Approved programs will be funded based upon past performance and the estimated need in each applicant’s proposed area of service.

Grant Period

The term of the grant period is from July 1, 2020, through June 30, 2025. Annual renewal is contingent upon availability of funding, compliance with federal law and grant expectations, and demonstration of successful delivery of program objectives.

Right to Cancel

This grant opportunity does not obligate the Kansas Board of Regents to award a contract or complete the project, and the Board reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities, or other considerations. All costs incurred in responding to this grant opportunity will be borne by the applicant.

Required Materials to Submit

Interested providers must submit a completed application.

II. Need Estimates per County (American Community Survey, 2015; EMSI, 2019)

County	Adult Ed	ELL
Allen	1,016	34
Anderson	580	45
Atchison	968	45
Barber	212	28
Barton	2,489	716
Bourbon	990	24
Brown	601	59
Butler	3,657	246
Chase	229	30
Chautauqua	276	35
Cherokee	1,776	45
Cheyenne	119	23
Clark	181	25
Clay	622	16
Cloud	550	36
Coffey	449	26
Comanche	86	17
Cowley	3,443	369
Crawford	2,540	421
Decatur	96	11
Dickinson	1,368	59
Doniphan	518	28
Douglas	3,702	1574
Edwards	378	106
Elk	125	67
Ellis	1,661	253
Ellsworth	415	20
Finney	6,856	3545
Ford	5,855	3807
Franklin	1,614	160
Geary	1,769	442
Gove	168	10
Graham	125	10
Grant	1,110	775
Gray	969	116
Greeley	121	56
Greenwood	381	15
Hamilton	366	274
Harper	404	73
Harvey	1,973	822
Haskell	758	189
Hodgeman	100	27
Jackson	495	78
Jefferson	1,232	47
Jewell	101	10
Johnson	19,128	7513
Kearny	634	154
Kingman	423	52
Kiowa	133	11
Labette	1,889	78
Lane	108	15
Leavenworth	4,951	600

County	Adult Ed	ELL
Lincoln	134	19
Linn	793	22
Logan	200	40
Lyon	2,444	954
McPherson	808	35
Marion	532	25
Marshall	2,071	37
Meade	424	120
Miami	1,402	70
Mitchell	255	35
Montgomery	2,366	394
Morris	476	26
Morton	312	127
Nemaha	594	31
Neosho	1,197	135
Ness	182	69
Norton	469	88
Osage	994	37
Osborne	235	18
Ottawa	276	15
Pawnee	509	175
Phillips	233	29
Pottawatomie	1,107	48
Pratt	700	106
Rawlins	129	29
Reno	5,796	481
Republic	178	14
Rice	639	113
Riley	1,318	573
Rooks	390	22
Rush	174	14
Russell	545	47
Saline	3,892	867
Scott	370	339
Sedgwick	41,489	10,351
Seward	4,656	3,698
Shawnee	10,925	2,446
Sheridan	159	34
Sherman	405	40
Smith	280	13
Stafford	366	88
Stanton	363	123
Stevens	637	414
Sumner	1,555	82
Thomas	255	50
Trego	150	11
Wabaunsee	301	34
Wallace	128	24
Washington	300	78
Wichita	265	124
Wilson	757	54
Woodson	272	13
Wyandotte	25,726	10,066

III. Applicant Resources

Proficiency Attainment Model (PAM)

The updated Proficiency Attainment Model (PAM) is a set of modules and relevant resources that describes necessary elements to effectively serve adults in adult education programs.

<https://www.kansasregents.org/resources/PDF/KBOR-PAM.pdf>

Kansas Adult Education Practitioner Standards

The Kansas Adult Education Practitioner Standards provide adult education professionals guidelines for the delivery of high-quality adult education through the program's leadership, instruction, and support services.

https://www.kansasregents.org/academic_affairs/adult-education/adult_education_resources

Kansas Assessment and Distance Education Policy

This policy addresses specific requirements of the assessment process as well as definitions and guidelines for distance education programs in Kansas. The assessment policy must be followed by all approved adult education providers, regardless of the delivery method. Approved programs are not required to provide distance education; however, those choosing to provide this service must adhere to the distance education policy.

<http://kansasregents.org/resources/PDF/KBOR-AssessmentPolicy.pdf>

Kansas Indicators of Program Quality

KBOR requires the use of the Kansas Indicators of Program Quality establish standards by which adult education program quality is measured. Each quality measure carries a quality point value, based on program performance and attainment of defined goals. These quality points are a component of the Kansas Adult Education Performance-Based Funding Model as identified in the Kansas WIOA Combined State Plan.

<http://kansasregents.org/resources/PDF/KBOR-QualityMeasures.pdf>

College and Career Readiness Standards (CCRS)

Kansas Adult Education adopted the national CCRS for Adult Education in April 2013.

Published by the Office of Career, Technical, and Adult Education, the purpose of the standards is to strengthen the links between adult education, postsecondary education, and the workforce.

<https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>

Federally Funded Grants

Refer to CFR Title 2, Part 200, for regulations and cost principles for state, local, and Indian tribal governments, institutions of higher education, hospitals, and for nonprofit organizations. Information can be accessed at [2 CFR 200](#).

IV. Assurances

Applicants certify they have read all application documents, including any revised documents, and agree to comply with all applicable federal requirements as outlined in Title II of the Workforce Innovation and Opportunity Act and any other applicable federal, state, and local requirements.

1. Use of Funds

The use of funds shall be limited to the allowable activities identified in the application. Funds may not be used for gifts or novelty items or for payments to vendors displaying exhibits for their profit. Funds may not be used to pay for or support other projects that are not identified in this application.

- I. The grantee, in the conduct of activities under this award, shall submit reports as required by the Kansas Board of Regents within the times required. The Board of Regents shall withhold funding if reporting requirements are not met in a complete, accurate, and timely manner. The grantee must promptly return any unexpended funds that have not been accounted for in an accepted financial report during the fiscal year in which they were awarded.
- II. The grantee shall present reports to the Kansas Board of Regents. At the Board's discretion, the reports may be presented at departmental, legislative, other state agency, or public meetings where the grantee shall be available to explain the project and to respond to questions.
- III. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the grantee in performance of this project will be paid in accordance with the policies of the fiscal agent.

2. Equipment

Upon termination of the award, the Kansas Board of Regents shall have the right to require transfer or return of any equipment purchased during the award period using these grant funds.

3. Financial and Administrative Provisions

A. Allowability of Costs

Federal funds are distributed on a reimbursement basis only.

The allowability of costs incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars relocated to 2 CFR, Part 200.

Federal law prohibits grantees from using more than 5% of federal funds for administrative purposes, including professional development, unless a waiver is approved. Should an applicant find this percentage too restrictive, KBOR may negotiate a higher rate, and that waiver will be discussed with grantees upon application approval.

The grantee may not use more than 20% of its allocated federal funds to carry out Section 225 (services to institutionalized adults). The cost of any services to institutionalized adults must be reported on the appropriate line on the original proposed budget and the final fiscal report.

A program may choose to allocate federal, state, or local funds for program improvement efforts, including professional development. For all funds, line items on each budget report must be within 10% of each line item on the approved annual budget. For differences greater than 10%, the grantee must obtain an approved budget modification from the Kansas Board of Regents. The grantee may submit a budget modification at any time following approval of the initial budget until May 31st of the current grant year. Budget modifications must be approved by Board staff prior to any expenditure proposed in the budget modification. (state requirement)

The grantee must expend all funds within the fiscal year for which they were allocated. Carryover of adult education funds from one fiscal year to the next is not allowed.

B. Program Income

Grantees may not charge any adult education participants a fee for instructional services. KBOR permits the provider to offset the cost of consumable instructional materials and equipment, local programs may establish policies concerning consistent, reasonable fees charged to individuals. The program must publish the policies in advance and have a plan in place to ensure that fees do not adversely impact the participation of economically-disadvantaged adult learners.

Fees and charges generated by approved adult education programs constitute program income. The program **must** maintain a separate account for program income and use it for the purposes, and under the conditions of, the grant agreement. These funds **cannot** be used as a portion of the required local match or to supplant local support. The program's quarterly and annual budget reports **must** include an accounting of the program income and its subsequent expenditure. Like local, state, and federal allocations, program income must be spent in the fiscal year in which it is collected.

The grantee **must** charge a fee for services provided to individuals who are not eligible under the provision of WIOA Title II.

C. Data and Records

- I. **Financial Data** The grantee shall maintain books, records, documents, and other evidence pertaining to the costs and expenses of implementing the activities described in this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services, and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee's local, state, federal, and program income funds must be maintained in separate line items in order to maintain their separate identities for reporting and auditing purposes. The grantee shall **not** commingle funds.
- II. **Participant Data** The grantee shall maintain participant files including demographic information, information releases, attendance, test scores, certificates, and other evidence pertaining to the activities described in this application to the extent and in such detail as will accurately reflect participant and program outcomes.

Grantees must also enter valid, accurate learner data, including attendance, into the KBOR Adult Education Student Information System (AESIS) on a **weekly (state requirement)** basis, at a minimum, and review the data regularly for accuracy. Grantees shall also review AESIS reports and other program information using the *Indicators of a Quality Adult Education Program* and the *Data Validation Checklist* throughout the fiscal year to ensure the program is continuously monitoring its effectiveness and efficiency.

The grantee shall ensure that all staff with access to confidential student information acknowledge and abide by federal and state laws governing processing and use of student data. Staff must follow FERPA regulations including, but not limited to, securing electronic data, protecting personal passwords, and ensuring that electronic records are encrypted in transit and on storage devices.

- III. **Record Retention.** All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of five years **(state requirement)** plus the current year and are subject to the following criteria:
 - a. The retention period shall commence from the date of submission of the final expenditure report.

- b. If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- c. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

D. Monitoring and Evaluation

All programs will be monitored by the Kansas Board of Regents Adult Education Division in order to determine compliance with the standards and the extent to which progress is being made toward achieving the stated goals and objectives. Programs will be evaluated both by desk audit and on-site monitoring. The Kansas Board of Regents, or its representative, shall have the right to examine books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

4. Program Provisions

KBOR requires that grantee organizations provide a minimum **50% local match (state requirement)** to federal funds. Required grantee contributions may be provided in cash or in-kind (fairly evaluated). Local match shall include only non-federal funds that are used for adult education and literacy activities. Funded providers must maintain a level of local support that, at a minimum, is equivalent to the local support provided in the previous fiscal year.

Grantees shall support the state by establishing appropriate local performance targets through a negotiation process with the Kansas Board of Regents. **(state requirement)**

Grantees will require that all instructional and/or administrative leadership staff hired after July 1, 2013 hold a bachelor's degree or higher. **(state requirement)**

The grantee program design and implementation process for all program sites is based on research and effective educational practice, incorporating the seven components of the Proficiency Attainment Model (PAM) and providing a minimum of six hours of instruction per week, per class. **(state requirement)**

Funds shall not be used for the purpose of supporting or providing programs, services, or activities for individuals who are not eligible individuals as defined in the Act, except that such agency may use such funds for such purpose if such programs, services, or activities are related to family literacy activities. Prior to providing family literacy activities for individuals who are not eligible individuals, an eligible provider shall attempt to coordinate with programs and services that do not receive funding under this title.

The grantee shall adhere to the National Reporting Service (NRS) approved Assessment and Distance Learning policies, as well as the Kansas Indicators of a Quality Program.

5. Reporting

The grantee shall submit periodic budget reports, which include documentation of actual expenditures from the institution's business office.

The grantee shall submit quarterly Data Validation Checklists which use AESIS reports to ensure data accuracy. **(state requirement)**

The grantee shall submit any other reports as requested by the Kansas Board of Regents.

6. Liability

Grantee agrees to indemnify and save and hold the Kansas Board of Regents, the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents, or employees. This clause shall not be construed to bar any legal remedies the grantee

may have for the Kansas Board of Regent's failure to fulfill its obligations pursuant to the award and subsequent awards.

7. Publicity

Any publicity given to the program, publications, or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall identify the state as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the Kansas Board of Regent's authorized representative.

8. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s), or claim(s) under the award without the prior written consent of the state. It is understood, however, that the grantee remains solely responsible to the state for providing the products and services described.

9. Time

The grantee must comply with the timeline requirements described in the application and award. The grantee must inform the grantor of any potential long-term delays or changes affecting those timelines.

10. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin, and no pre-award costs would be covered under this award until all required signatures have been obtained, a Grant Award Notification (GAN) has been issued or other award documentation has been received, and the grantee is notified to begin work by the Kansas Board of Regents.

11. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the GAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

12. Cancellation With or Without Cause (state requirement)

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

13. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the Kansas Board of Regents from federal sources or appropriations are not obtained and/or continued at an aggregate level enough to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by Board of Regents to the grantee. The Kansas Board of Regents is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The Board of Regents will not be assessed any penalty if the grant is terminated because of a decision of the Kansas Legislature, or other funding source, not to appropriate funds. The Board of Regents must provide the grantee notice within a reasonable time of the Board receiving notice.

14. Cancellation Due to Failure to Comply

Failure to perform the activities described in this application, or outlined in these assurances, including, but not limited to, failure to provide required reports, failure to be on track to meet the performance targets, or failure to meet or exceed the performance targets could result in the

provider being put on: (1) warning status, (2) probation status, or (3) termination status. At any time, a targeted improvement plan and/or corrective action plan may be required. Technical assistance will be provided or made available by the Kansas Board of Regents. In the event the program fails to meet the objectives of the targeted improvement plan and/or corrective action, the Board of Regents may move the provider to termination status. The Board of Regents will communicate the program status in writing to the organizational head of the sponsoring institution.

15. Conflict of Interest

The grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest or personal gain.

16. Supplement not Supplant

Funds made available for adult education and literacy activities under this title shall supplement and not supplant other state or local public funds expended for adult education and literacy activities. WIOA Sec. 241. (a)

17. Accommodations

Programs must follow the Americans with Disabilities Act, Individuals with Disability Education Act, and any other applicable federal, state, and local laws pertaining to disabilities and accommodations. This includes, but is not limited to, providing reasonable accommodations to individuals that facilitate their access to and participation in, the adult education programs.

V. Local Workforce Development Board Review

Summary

The Kansas Board of Regents proposes to implement a competitive process for distributing federal WIOA Title II funds and allow eligible entities to compete for these funds by demonstrating their proven success in providing adult literacy services and by indicating how their programming aligns to and supports the 13 considerations found in Sec. 231(e) of the WIOA legislation. The competitive application process will be implemented for funding starting July 1, 2020.

Process for Local Workforce Development Boards

1. **January 2020:** Kansas Board of Regents staff will provide Local Workforce Development Boards an estimated number of Adult Education applications that will be submitted in March 2020 for their workforce development area. This estimate will be based on those organizations who have submitted the optional letter of intent to apply.
2. **January 2020-March 2020:** Local Workforce Development Boards will decide who will provide feedback on the local area's Adult Education provider applications. Representatives **must** include one or more local board members and may include workforce center representatives, and/or other designees. Local Workforce Development Boards must submit the representative(s) information (name, phone, email) to adulthoodreports@ksbor.org by March 1, 2020.

In selecting application reviewers, careful consideration must be given to avoid conflicts of interest. Reviewers must not be local grantees and must not stand to benefit financially from the grant awards.

3. **March 30-April 30, 2020:** The Chair of the Local Workforce Development Board and the Executive Director will receive the Adult Education provider applications. Designated representative(s) will review the applications and document feedback. Feedback should focus on considerations one (1) and four (4) of the applications and highlight to what extent the Adult Education provider application aligns to the local workforce development plan. The feedback should also include strengths, weaknesses, and recommendations about the application. Feedback will be documented on a rubric provided by the Kansas Board of Regents. Representative(s) may either conduct the review virtually or collectively in person:
 - A. If done virtually, each local board should submit one form per applicant. Feedback should be compiled to create one composite form per applicant.
 - B. If done collectively in person, the representative(s) should develop and submit one collective form per applicant.
4. **May 1, 2020:** All reviews should be submitted by email to the Kansas Board of Regents by 5:00 pm (adulthoodreports@ksbor.org). The Local Workforce Development Board feedback will be provided to the Kansas Board of Regents review team, who will utilize local board feedback when scoring the local board alignment sections of applications. In order to meet the grant award timeline in

the WIOA Kansas State Plan, feedback not received by May 1, 2020, will not be used to make award determinations.

Local Workforce Development Board Feedback

Members of the Local Workforce Development Boards will provide feedback on the following questions:

1. Who is the primary representative leading the WIOA Title II application review from the Local Workforce Development Board?
2. Which Local Workforce Development Board representatives participated in the review?
3. How well does the application align to your local and regional workforce development plan?
4. What parts of the reviewed sections of this application align to the local and regional workforce development plans?
5. What additional strengths do you see in this potential provider's application?
6. What recommendations do you have about this application, including recommendations to improve alignment to the local or regional workforce development plan?
7. What questions or concerns do you have about this application?

Use of Local Workforce Development Board Feedback

Feedback provided by the Local Workforce Development Board will be used to determine the alignment with the strategies and goals of the local plan, and the extent to which the application addresses required considerations one (1) and four (4). This feedback will help members of the application review committee to score those sections using the provided scoring rubric and help determine how suitable an applicant is to receive an award under this action.

For more information

Chris Lemon, Senior Associate Director, Adult Education

Kansas Board of Regents

CLemon@ksbor.org

Connie Beene, Sr. Director, Adult and Career Technical Education

Kansas Board of Regents

CBeene@ksbor.org

VI. Grant Application Components

Part 1: Application Cover Sheet

The complete application must identify an official with authority to sign on behalf of the applicant, a program contact person, and a business office contact person. Upon application submission, the applicant confirms their full review of the application and the assurances contained in the RFP instructions. The applicant acknowledges full compliance with the assurances and all other applicable federal regulations, state statutes, and local policies.

Completed applications must be received electronically via email (adultedreports@ksbor.org) by March 13, 2020, 5:00 pm, Central Daylight Time.

Faxed or mailed applications will not be accepted.

REQUIRED I.D. NUMBER

(NOTE: Your organization may already have these numbers; check with your business office.)

1. Data Universal Numbering System (DUNS) number.

- All organizations applying for **federal funding** must have a Data Universal Numbering System (DUNS) number. A DUNS number is a unique nine-character I.D. number that is used to track how the federal grant is allocated.
- To verify or register for a DUNS number, go to the Dun and Bradstreet website.

2. Are you a nonprofit organization reporting as a 501(c)(3) organization? Enter yes or no.

Part 2: Provider(s)

Enter the fiscal agent for your application. If your application represents a consortium of providers, identify the provider who will act as fiscal agent and then identify all members in the space provided.

Indicate the counties in which the grantee will provide services. For each county, indicate the Local Area to which that county belongs and indicate which adult education activities will be provided in that county. When listing the adult education services please enter only the number that corresponds to the activity delivered (e.g. 1. = Adult education).

Part 3: Demonstrated Effectiveness

Carefully review the definitions provided in the demonstrated effectiveness section, which includes important information on organizations that may be eligible to apply, as well as important definitions needed to complete the required demonstrated effectiveness tables.

3.1 Demonstrated Effectiveness for Current Providers

Current providers funded under Title II of WIOA must provide the performance data requested in table 3.1. Applicants who are not current providers funded under Title II of WIOA should skip this section and continue in 3.2.

3.2 Demonstrated Effectiveness for Applicants who are not Current Providers

Applicants who are not current providers must provide the performance data requested in table 3.2. Pay careful attention to the definitions provided to determine the percentage of participants achieving the requested outcomes.

Current providers funded under Title II of WIOA should skip section 3.2

3.3 State Determination of Demonstrated Effectiveness

An applicant who has demonstrated effectiveness will have a greater than zero three-year average performance for each of the participant outcomes.

If an applicant is found not to have demonstrated effectiveness, the applicant is determined not eligible to apply, and the grant application will not be reviewed or scored. Ineligible applicants will receive notification of their application status no later than June 19, 2020.

Part 4: Application Narrative

Ensure that your responses answer all aspects of each consideration.