Dear Program Directors,

ACLS is issuing increases to programs under federal funds. Please see the attached Table 1 for increased funding amounts. In order to access the increases, some programs will need to submit new grant application forms using Fund Codes as listed below. The forms can be found at: http://www.doe.mass.edu/grants/procedure/default.html

<table>
<thead>
<tr>
<th>FY15 Fund Codes</th>
<th>Federal Fund Codes to use for the increase</th>
<th>Program Name</th>
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<td>340</td>
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<td>340</td>
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Please note that programs listed below will be submitting an amendment:

- Ascentria Community Services (formerly Lutheran)
- Lowell Public Schools
- Massasoit Community College
- Notre Dame Education Center/ Boston (DL Hub)
- Quinsigamond Community College (DL Hub)
- Barnstable House of Corrections
- Bristol County Sheriff’s Office
- Norfolk House of Corrections
- Sheriff’s Department of Berkshire
- Sheriff’s Department of Worcester

First priority for the increase is to add classes (rates and non-rates), add slots, and/or increase intensity in existing classes. A minimum of 60% must be used to increase services. Programs should consult with their Program Specialist prior to submitting their SMARTT plan changes and budget. The remaining 40% provides an opportunity to take advantage of the intensive professional development offered through SABES and align program curricula with CCR standards. See below for additional information on how the funds could be used.
Information for Community Adult Learning Centers and ABE in Correctional Institutions:

Add Instructional Services: Programs must allocate 60% of the increased funds to one or more of the following: add seats in existing classes; add new classes (including summer classes); modify existing classes to increase intensity; and/or add non-rates based classes to add intensity; offer a boot-camp (i.e. an intensive one to two or more week instructional class focused on a specific content area such as math). Priority should be given to students on the waitlist.

Increase Advising Services: Programs may increase advising services. This could include extra hours for education and career advising, continuing development of Education and Career Plans, transitioning students to next steps, and/or providing learners with other support services and guidance to assist them in meeting their educational and career goals.

Support Curriculum Development: Programs may use the funds to advance their work in curriculum development. If programs have not developed a scope and sequence as part of their overall curriculum, I recommend you do this first before fleshing out the rest of your curriculum. All curriculum materials, including a scope and sequence, need to be aligned with the CCR standards and focus on assisting students to master college and career readiness skills. Programs may use the funds to support or increase their common planning time for discussing curriculum development or revision.

Support Professional Development: Programs may use funds to support staff participation in SABES professional development (PD) activities including face-to-face, online, and program-based PD offerings with PD follow-up components.

Increase Digital Literacy: Programs may use funds to increase access to instructional technology.

Information for ABE Transition to Community College:

Programs must do one or more of the following: support the cost of math and/or writing workshops or intersession courses; offer a boot-camp - an intensive one to two week instructional class focused on a specific content area (e.g., math). Programs may also increase the number of advising hours; purchase materials including books; support the payment of student fees; professional development; increase access to instructional technology; and/or support the participation of presenters/speakers in College for Success or other classes.

Information for Primary Instruction by Volunteers:

Programs must use funding to serve more students or to provide more support to currently enrolled students. The grant award increase may support the following: the implementation of the CCR standards in a volunteer program, the development and delivery of tutor trainings (particularly trainings that enhances the alignment of what is taught with the CCR standards); costs related to assessment; costs related to goal follow-up; and costs related to supporting students in their next steps.

Attached please find Steps in Making Program Design Changes. This document outlines the steps that programs will need to take to modify the SMARTT program plan.
ACLS will take necessary steps to ensure that this mid-year increase does not negatively impact programs’ performance.

I want to recognize that this mid-year increase is disruptive and I’d like to acknowledge the additional work that you will need to do to successfully serve additional students. Thank you for your efforts to implement additional services at this time of the year.

Sincerely,

Jola Conway
Massachusetts ABE State Director