May 1, 2014

Dear Grant Applicant:

Enclosed for your review and response is the FY2015 Request for Proposals (RFP) for Adult Basic Education (ABE) Continuation Grants. This RFP is intended for applicants currently funded by the Adult and Community Learning Services (ACLS) unit of the Massachusetts Department of Elementary and Secondary Education (ESE). The grant programs and fund codes included in this RFP are listed below and on the Executive Summary page.

To be considered for refunding, programs must meet the requirements and intent of the authorizing state and federal legislation and regulations governing the program and must have conducted a successful program based on the ABE Performance Standards in FY2014.

Applications for state-funded projects are due by Thursday, May 29, 2014.
Applications for federally-funded projects are due by Thursday, July 31, 2014.

This continuation application package is for use by the following grant programs:

- **Community Adult Learning Centers Basic Proposal** – Fund Codes: 340 (Federal) and 345 (State)
  - Supplemental Funding – Volunteer Tutoring Component
- **English Literacy and Civics Education** - Fund Code: 359 (Federal)
- **ABE Instructional Program for Incarcerated Adults** - Fund Codes: 285 (Federal) and 563 (State)
- **Primary Instruction by Volunteers** - Fund Code: 287 (State)
- **ABE Distance Learning Instructional Hub** – Fund Code: 669 (Federal)

Applicants should refer to Table 1 – Funding Allocations – for funding amounts. *It is important to note that funding levels are subject to performance and the approval of state and federal appropriations. Programs will be notified of any changes in funding levels.* Please note that no expense may be charged to the grant until ESE has approved the budget. State and federal regulations require that separate and auditable records be maintained for each grant initiative that is funded.

**Guidance for agencies operating grant-funded adult education programs:**

The list below is intended to highlight a few important elements of appropriate fiscal management, and is not comprehensive. Agencies are advised to read Grants for Schools: Getting Them and Using Them, A Procedural Manual, available at [http://www.doe.mass.edu/grants/procedure/manual.html](http://www.doe.mass.edu/grants/procedure/manual.html), and to seek counsel from their own auditors to ensure that multiple funding sources are handled appropriately. Personnel funded by the ABE grant must dedicate all grant-funded time to work under the ABE grant, and to provide services to clients funded by the ABE grant. Administrators must inform program staff what portion of their time is funded by the ABE grant, and for how many hours per week they must provide services to grant-funded clients.

For any non-personnel resources charged to the ESE grant, the agency must provide a rationale and methodology for how costs are charged to the grant, and for how costs are allocated across programs that use the resources. When space is shared between the ABE grant-funded program and programs supported through fees, foundation grants, or other funding sources, only the percent of space and percent of time that the space is used by the ABE grant-funded program may be charged to the ABE grant.

The agency must maintain separate auditable financial records which adequately identify the source and the application of individual grant funds, and which include source documentation (i.e. time and attendance records, payrolls, contracts, purchase orders, checks and paid bills).
We look forward to reviewing your grant application and continuing our work together in providing highly effective Adult Basic Education services to the undereducated and limited English proficient adults in the Commonwealth.

Sincerely,

Jolanta Conway
Acting ABE State Director