PART III – REQUIRED PROGRAM INFORMATION

Applicants are required to provide page numbers on every page of the proposal, including appendices and material not subject to the page limits. All narrative responses must be in Arial 10 point font, with 1" margins.

Narrative responses may not exceed eight (8) pages. Responses to Section III (Budget) are not included in the page limit. Likewise, required attachments and appendices do not count toward the page limit. Additional attachments will not be reviewed.

Adult Career Pathways applications are eligible to earn 100 points.

I. PROPOSED SERVICES: (40 points)
   Applicants must propose a set of services that addresses one or more of the priorities identified by the local Regional Employment Board. Refer to the Priorities section of the RFP.
   1. Identify the region where services will be offered, and identify the priority or priorities addressed in the proposal that will inform your Adult Career Pathways project. (2 points)
   2. Identify the target population. Describe the process to recruit, identify, assess, and select students. (6 points)
   3. Describe how the proposed services will assist the targeted population to develop a career pathway to further education and training, or to employment with growth potential. (8 points)
   4. Describe the program design, including all instructional and support services. Identify the schedule of proposed services. (6 points)
   5. Describe the academic skills to be developed and describe how these will be integrated with the workforce priority or priorities identified by your region. Describe how contextualized curriculum will be developed and describe the instructional strategies and materials that will be used. Describe how technology will be integrated in the curriculum and instruction. (12 points)
   6. Describe how the applicant agency anticipates working with the Workforce Board and One-Stop Career Center if awarded an Adult Career Pathways grant. Describe how the applicant will collaborate with other potential contributors to program delivery, if applicable. (6 points)

II. ORGANIZATIONAL CAPACITY: (40 points)
   1. Identify a lead person for the Adult Career Pathways initiative. Describe the vision, leadership, and oversight this person will provide for the Adult Career Pathways project. These additional hours may be provided to an appropriate staff person such as an instructor, advisor, coordinator, or the ABE Director. (10 points)
   2. Describe how your program is equipped to support the technology needs of an adult career pathways program. If you are applying for technology funding, how will you use this funding to support the achievement of your region’s priority or priorities? (6 points)
   3. Describe the training and ongoing support needed from the workforce development entity to implement and evaluate the program. Include in Appendix A current job descriptions, including minimum required qualifications, for each of the key positions on this grant. (10 points)
4. Describe the measures to be used to evaluate the program, identify who will be involved in the evaluation process and the anticipated outcomes for each year of the project (14 points)

III. PROGRAM DESIGN - The Program Design will be scored on a 1 to 10 scale for a total of 10 points.

Note:
- All applicants must submit a program design that meets the program element requirements in the FY2015 Massachusetts Guidelines for Adult Career Pathways.
- All of the required submissions under Section III are excluded from the page limit.

The program design may include Rate base and/or non Rate based classes or a combination of both. Please copy the grid(s) into your application and complete and submit with your proposed class offerings and schedule. Once the program design is approved, the Adult Career Pathways program will enter the plan into the SMARTT system. For “class focus,” select from the drop down offerings in SMARTT also listed here.

1. Sample selections of Rate Based Class Dropdowns as seen in SMARTT:
   - Math/Numeracy
   - Algebra
   - Reading/Writing
   - Listening/Speaking(ESOL)
   - Bridge to College/Math
   - Bridge to College/Writing

Formula to Determine Class Cost for Rate Based Classes:
Multiply total class hours by Number of Slots x Rate to get the Total Class Cost

<table>
<thead>
<tr>
<th>#</th>
<th>Class type ABE or ESOL</th>
<th># Days per week</th>
<th># Hours per class</th>
<th># Weeks per Year</th>
<th>Total Class Hours</th>
<th>Class Focus</th>
<th># slots</th>
<th>Rate Per Student Slot</th>
<th>Total Class Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bridge</td>
<td>3</td>
<td>3</td>
<td>36</td>
<td>324</td>
<td>Bridge to College Math</td>
<td>13</td>
<td>$8.85</td>
<td>$37,726.20</td>
</tr>
</tbody>
</table>

SAMPLE

<table>
<thead>
<tr>
<th>Required Class Sizes (Student to Teacher Ratio)</th>
<th>Rate Per Student Slot</th>
<th>Class Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-12</td>
<td>$10.70</td>
<td>Beginning Literacy ABE, STAR</td>
</tr>
<tr>
<td>13-16</td>
<td>$8.85</td>
<td>Beginning Literacy ABE, Beginning ABE</td>
</tr>
</tbody>
</table>
2. **Sample items Non Rate Based Class Drop-downs as seen in the SMARTT System**
   - CS: Construction
   - CS: Early Childhood Education
   - CS: Financial Services
   - CS: Green Jobs
   - CS: Health Care
   - CS: Hospitality
   - CS: Manufacturing
   - CS: Other
   - CS: Professional Services
   - CS: Retail
   - CS: Technology
   - CS: Travel and Tourism
   - CS: Customer Service
   - CS: Career Exploration
   - CS: Human Services

<table>
<thead>
<tr>
<th>#</th>
<th>Class Type (ABE or ESOL)</th>
<th># Days per Week</th>
<th># Hours Per Class</th>
<th># Weeks per Year</th>
<th>Total Class Hours</th>
<th>Class Focus (see list)</th>
<th># Projected Enrollments (minimum of 10)</th>
<th>Total Class Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ABE</td>
<td>3</td>
<td>2</td>
<td>36</td>
<td>216</td>
<td>Manufacturing</td>
<td>12</td>
<td>$14,976</td>
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<td>2</td>
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Note: If the cost of a proposed class is not based on the rates formula, a rationale must be provided for the cost.

IV. The budget will be scored on a 1 to 10 scale for a total of 10 points. The score will take into consideration the budget narrative, match narrative, and required budget forms, and will evaluate: alignment of proposed expenditures with the purposes, priorities, and allowable fund use of the grant program; adequacy to support the proposed program; cost effectiveness; and clarity and accuracy.
Applicants are advised to refer to the ESE Grants Management Procedural Manual at http://www.doe.mass.edu/grants/procedure/manual.html and to the Fund Use section of the RFP for guidance in preparing the budget.

1. **Budget Narrative:** Submit a detailed budget narrative that provides an explanation for each proposed expenditure.

   At the top of the budget narrative, clearly indicate how the applicant agency defines full-time, in terms of the hours per week and weeks per year that determine the total number of annual paid hours for full-time staff.

   The budget narrative must correspond to the line item sequence in the Part II Project Expenditures budget detail pages (see Required Forms section of the RFP). The budget narrative must clearly explain each expenditure in the budget forms. For example, the narrative should: briefly summarize the scope of work, hourly rate of pay and annual paid hours for each staff person, with more detail regarding paid staff for whom job descriptions are not provided; itemize the specific costs included in the fringe rate; and, fully explain each proposed non-personnel expenditure.

2. **Match Narrative:** Provide a separate and equally detailed match narrative that describes matching resources consistent with the purpose, priorities, and fund use of this grant program. Identify the source of all matching funds.

   Adult Career Pathways grant applicants must provide fully auditable matching resources for each year of the multi-year grant equal to at least 20% of the initial grant award.

   Applicants are advised to refer to the FY 2013 Massachusetts Guidelines for Effective Adult Basic Education for guidance about match requirements and restrictions.

   The match narrative must correspond to the line item sequence of the Part II Project Expenditures budget detail pages.

3. **Required Budget Forms:** Enter the dollar values of the proposed grant expenditures onto the appropriate budget lines in the Part II Project Expenditures budget detail pages. Enter the dollar values of the proposed grant expenditures and match into Columns A and B in the appropriate budget lines on Schedule B. Round all figures to whole dollar amounts. See the Required Forms section of the RFP.

   Use the applicant agency’s definition of full-time employment as a basis for calculating Full Time Equivalents (FTEs) for all salaried staff on both forms.

   **Note regarding required audit:** The copy of the applying agency's latest audit report, submitted as required with the Community Adult Learning Center application, meets the requirement. No additional copy is required with the response to the Adult Career Pathways RFP.