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| PART III – REQUIRED PROGRAM INFORMATION |

Applicants must respond to questions in PART III Required Information. Narrative responses for Option One (ABE) may not exceed six (6) pages. Narrative responses for Option Two (ESOL) may not exceed (6) pages. Applications for both Option One and Option Two must not exceed nine (9) pages.

Budget, budget narratives and required appendices are not included in the page limit. Additional attachments will not be reviewed.

Applicants are required to provide page numbers on every page of the proposal, including appendices. All narrative responses must be in Arial 10 font, with 1” margins.

**Applicants for Either Option One or Option Two Must Respond to the Following Three Questions:**

1. **ORGANIZATIONAL CAPACITY** (50 points)
   1. **AGENCY BACKGROUND** (20 points)
      1. Describe the organization’s capacity to manage the grant for which it is applying. Provide a summary of the organization’s overall budget and its experience in effectively managing federal and state grants. (20 points)
   2. **QUALIFIED STAFF FOR LEADERSHIP AND OVERSIGHT** **(**20 points**)**
2. Identify and describe how program staff will provide educational leadership and oversight to a satellite location. Complete the Professional Staff Qualifications Form. Identify the names and FTEs of staff assigned to provide coordination and oversight. Narrative responses to this question will be evaluated with the information submitted in **Appendix A.** (10 points)
3. Describe the strategies, including advising, that will be employed to establish a program culture in FY 18 that will engage students at all levels in preparation for their next steps including post-secondary education, job training and/or employment leading to family-sustaining wages.

(10 points)

* 1. **BUDGET AND BUDGET NARRATIVE** (10 points**)**

Applicants must submit a budget and budget narrative that provides details of the proposed expenditures, including hourly rates and weekly personnel time commitments for proposed activities for the requested grant. The detailed budget narrative must correspond to the line item sequence of the required Budget Detail Pages in the Department’s Standard Application for Grants package. Budgets will be evaluated as to their cost effectiveness. See sample budget narrative. (10 points)

* 1. Submit a copy of the audit report as **Appendix B**. (0 points)

**Option One (ABE only)**

**II PROPOSED ABE PROGRAM AND SERVICES (**50 points**)**

* 1. **CURRICULUM AND INSTRUCTION** (15 points)
     1. Describe your programs’ experience implementing the College and Career Readiness Standards for Adult Education. Include examples of how digital literacy enhances instruction. (15 points)
  2. **PROPOSED PROGRAM AND SERVICES: PROGRAM DESIGN** (35 points)
     1. Describe your program’s expertise with regard to the delivery of ABE (GLE 3-12) instructional services. Include in the response how your program will respond to students whose skills (disabilities or special needs) vary depending on the content areas. (20 points)
     2. Below is the class plan for the currently enrolled target population. Describe your program’s ability to maintain this current level of ABE services in FY 18. If the delivery of this class plan is not possible, you may propose a revised class plan in a grid. (You would be primarily serving currently enrolled students.) Any revised class plan, with a rationale for the revision, will be considered as part of the applicant’s response this question. (Do not submit a plan in SMARTT.) (15 points)

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|  | Class Type | Service Type | Start Date | End Date | Time | Days Of Week | Class Focus | Current  Class Size |
| 1 | ABE | GLE 3-4 | 09/01/2017 | 06/30/2018 | 11:00 AM - 1:00 PM | WThF | Core ABE | 10 |
| 2 | ABE | GLE 3-4 | 09/01/2017 | 06/30/2018 | 09:00 AM - 11:00 AM | MW | Core ABE | 12 |
| 3 | ABE | GLE 5-7 | 09/01/2017 | 06/30/2018 | 09:00 AM - 11:00 AM | WThF | Core ABE | 14 |
| 4 | ABE | GLE 5-8 | 09/01/2017 | 06/30/2018 | 11:00 AM - 1:00 PM | TuThF | Math/Numeracy | 14 |
| 5 | ABE | GLE 7-8 | 09/01/2017 | 06/30/2018 | 09:00 AM - 11:00 AM | MTuWTh | Core ABE | 14 |
| 6 | ABE | GLE 7-8 | 09/01/2017 | 06/30/2018 | 11:00 AM - 1:00 PM | MTuWTh | Core ABE | 14 |
| 7 | ABE | GLE 9-12 | 09/01/2017 | 06/30/2018 | 11:00 AM - 1:00 PM | MTuTh | Core ABE | 14 |
| 8 | ABE | GLE 9-12 | 09/01/2017 | 06/30/2018 | 09:00 AM - 11:00 AM | TuThF | Math/Numeracy | 13 |

**Option Two (ESOL only)**

1. **PROPOSED ESOL PROGRAM AND SERVICES** (50 points)
   1. **CURRICULUM AND INSTRUCTION** (15 points)
      1. Describe your programs experience implementing ESOL curriculum and instruction aligned to the standards and benchmarks of the MA ABE Curriculum Framework for English for Speakers of Other Languages and the College and Career Readiness Standards for Adult Education. Include examples of how digital literacy enhances instruction. (15 points)
   2. **PROPOSED PROGRAM AND SERVICES: PROGRAM DESIGN** (35 points)

2. Describe your program’s expertise with regard to the delivery of ESOL (SPL 4-7) instructional services. Include in the response how your program will respond to students whose skills (disabilities or special needs) vary depending on the content areas. (20 points)

3. Below is the class plan for the currently enrolled target population. Describe your program’s ability to maintain this current level of ESOL services in FY 18. If the delivery of this class plan is not possible, you may propose a revised class plan in a grid. (You would be primarily serving currently enrolled students.) Any revised class plan, with a rationale for the revision, will be considered as part of the applicant’s response this question. (Do not submit a plan in SMARTT.) (15 points)

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|  | Class Type | Service Type | Start Date | End Date | Time | Days Of Week | Class Focus | Current  Class Size |
| 1 | ESOL | SPL 4-5 | 09/01/2016 | 06/30/2017 | 09:30 AM- 12:30 PM | TWThF | Core ESOL | 12.00 |
| 2 | ESOL | SPL 6-7 | 09/01/2016 | 06/30/2017 | 09:30 AM-12:30 PM | TWThF | Core ESOL | 12.00 |