*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley*Commissioner* |  |

May 2019

Dear Grant Applicant:

Enclosed for your review and response (application) is the **FY2020** Request for Proposals (**RFP**) for the **Adult Education (AE) Professional Development System** continuation grant program, **fund codes 667** (state) **and 343** (federal). This grant program is funded by the Adult and Community Learning Services (ACLS) unit of the Massachusetts Department of Elementary and Secondary Education (DESE).

To be considered for refunding, programs must meet the requirements and intent of authorizing state and federal legislation and regulations governing the program. Note that 667 and 343 grantees should clearly indicate all administrative costs in their budget narrative and/or in a companion document also designed by the grantee. Administrative costs for this grant program are:

Line 1: Administrator Salaries – 100% of this line

Line 3: Support Staff Salaries – 100% of this line

Line 5: Fringe Benefits – all fringe benefits associated with all Line 1 and 3 salaries

Line 6: Contractual Services – all sub-grantee administrative costs

Line 8: Travel – all travel costs associated with participation in non-SABES professional development (e.g., mileage, conference registration, hotel)

Line 9: Other Costs – 100% of this line

Line 10: Indirect Cost – 100% of this line

Grant recipients that are **state agencies**—and use MMARS, the state’s accounting system—are encouraged to submit applications by the end of **as soon as possible** in order to expedite ISA processing. Applications for other grant recipients, both federally and state-funded, are due no later than **Monday, June 24, 2019 at 3:00 PM.**

See [Table 1 — Funding Allocations](http://www.doe.mass.edu/grants/2020/abe/table-1.xlsx)  for fund codes 667 and 343, using the AE Program Options tab at the bottom of the table. Funding is subject to state and federal appropriation and therefore all dollar amounts listed are estimated and subject to change. Please note that no expense may be charged to the grant until DESE has approved the budget. State and federal regulations require that separate and auditable records be maintained for each grant program that is funded.

We look forward to reviewing your continuation grant application and continuing our work together in providing high quality professional development services to our funded AE programs and practitioners throughout the Commonwealth.

Sincerely,

**Wyvonne Stevens-Carter**

Adult Education State Director