*****Massachusetts Department of***

***Elementary and Secondary Education***

*75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000  
 TTY: N.E.T. Relay 1-800-439-2370*

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| Jeffrey C. Riley  *Commissioner* |  |

April 2020

Dear Grant Applicant:

Enclosed for your review and response is the FY2021 Request for Proposals (RFP) for Workplace Education – Fund Code 494 (Federal) Continuation grant program. This RFP is intended for grantees currently funded by the Adult and Community Learning Services (ACLS) unit of the Massachusetts Department of Elementary and Secondary Education (ESE).

To be considered for refunding, programs must meet the requirements and intent of authorizing state and federal legislation and regulations governing the program. Applications are due no later than **Friday, June 5, 2020 at 3:00PM.**

Applicants should refer to Purpose and Priorities Section for funding amounts. Note that funding levels are subject to performance and the approval of state and federal appropriations and are subject to change. 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. All submissions for FY 2021 refunding must be completed online through EdGrants. See the Purpose and Priorities section for instructions.

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.

We look forward to reviewing your grant application and continuing our work together in providing highly effective services to undereducated and limited-English proficient adults in the Commonwealth.

Sincerely,

**Wyvonne Stevens-Carter**

Adult Education State Director