## Massachusetts Department of Elementary and Secondary Education FY2021

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| **Name of Grant Program:** Adult Education Services  | **Fund Code:** 340/671/345/661/359/285/563  |

**Part III - Narrative Questions** *(respond in the* [*online portal*](https://webportalapp.com/appform/fy21continuation_grants)*)*

**A. Program Design**

1. Is the agency proposing any changes to the program design for FY21? If, so please describe and provide rationale. If eligible and applying for additional classes under option 1, please indicate this in your response and respond to the relevant portion of Part E below.
2. Does your program offer distance education for ABE/Pre-ASE/ASE students? ESOL students?
3. Will your program incorporate opportunities for stand-alone distance education and/or blended on-line learning for students in FY21?  If yes, describe these classes including class design type (stand-alone or blended), on-line product/resource being used, and SPL/GLE level of class.  If not, why not?
4. How many computers can your students’ access in your program? Tablets? Desktops? Laptops? Other?

**B. Student Success**

1. What strategies has the program implemented to support students’ progress in meeting/exceeding the program’s MSG targets? If your program did not meet your MSG target in FY19, describe the strategies implemented in FY20 to improve the performance.

**C. Other**

1. What strategies did the agency implement in FY20 to ensure the program meets its enrollment target(s)? Describe the enrollment trends in your program from September to February as shown in monthly enrollment data and waitlist numbers. If your program did not meet full enrollment numbers during these months in FY20, describe new strategies to fill the active seats.
2. Describe one or more planned program improvements for FY21 that has been informed by a PQR and/or a site visit.

**D. IET/IELCE (only)**

Please respond to the questions below about all integrated education and training services:

1. Describe successes and challenges with the IET or IELCE program in FY20.  If the program was under-enrolled in FY 2020, describe what strategies the agency will implement to ensure full enrollment in IET/IELCE cohorts in FY 2021.
2. Describe the involvement of the partners identified in the FY20 IET/IELCE Overview in supporting students’ success in obtaining employment and/or enrolling in further education and training.
3. Describe the program’s successes in accelerating employment outcomes for participants in high-demand industries.
4. Provide a rationale for any changes proposed in the FY21 program design. In addition, please submit the number of cohorts planned for FY 2021.

**E. Optional: Indicate and describe the capacity building project the agency is applying for under Option 1, 2, or 3.**

**Option 1:** increasing current enrollment to existing approved class offerings (ABE/ESOL/DL) available to eligible applicants. Please respond to the question below. The narrative response should not exceed 2 pages.

* 1. Provide a rational for adding classes and/or seats, number of new seats requested, and the cost per seat. Include the information on the current waitlist and how the program will ensure that all additional seats get filled. Address recruitment strategy.
	2. Provide a timeline for when the additional classes/seats will start, where they will be offered (at existing sites or a new site), and whether these additional classes are face-to-face, blended or distance learning. If the program proposes to open a new site, please provide information on the new space addressing ADA compliance.
	3. For programs adding new classes, please address staffing.
	4. For programs adding DL and/or blended learning, please provide a description of how the services will be offered, and what online curriculum will be used. For blended instruction, address how the classroom and online instruction will be coordinated.

**Option 2:** Curriculum & Instruction – all CALC and AECI programs can apply for up to $5,000 to address the following:

* curriculum alignment to the MAELPs in FY21 and/or
* development of science and/or social studies curriculum.

Please respond to the question below. The narrative response should not exceed 2 pages.

1. Describe the project you are proposing to address including project goals, timeline (when the project will start and finish), and project outcome(s).
2. Identify action steps and project phases as well as who will be responsible for various tasks and project coordination.
3. Identify and describe the final product that will be created through this project and how it will benefit the program and students.
4. Acknowledge agreement to report on the progress of the project with each desk review submission.
5. Clearly identify project cost and provide description in the budget workbook. Ensure the project cost in the workbook adds up to the funds requested for this project.

**Option 3:** Online/Remote Learning – all CALC and AECI programs can apply for up to $5,000 to address the following:

* Develop online/remote learning opportunities for current and/or new students, and/or
* Build infrastructure to provide rigorous online/remote learning e.g. increase internet bandwidth, high-speed routers, computers/laptops/tablets, online meeting software etc., and/ or
* Develop a plan to provide online/remote learning to students address infrastructure, staffing, curriculum, online/remote technology and tools

Please respond to the question below. The narrative response should not exceed 2 pages.

1. Describe the project you are proposing to address including project goals, timeline (when the project will start and finish), and project outcome(s).
2. Identify action steps and project phases as well as who will be responsible for various tasks and project coordination.
3. Identify and describe the final product that will be created through this project and how it will benefit the program and students.
4. Acknowledge agreement to report on the progress of the project with each desk review submission.
5. Clearly identify project cost and provide description in the budget workbook. Ensure the project cost in the workbook adds up to the funds requested for this project.