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 single-spaced in Arial 10 point font, with 1” margins.

Narrative responses may not exceed five (5) 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.

I. PROGRAM DESIGN: (30 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. (5 points)

2. Identify the target population, the projected number of people to be served, and the goals of the proposed services. What will be the process for identifying, assessing, and selecting students? (4 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. (6 points)

4. Describe the program design, including all instructional and support services. Identify the schedule of proposed services. Describe how contextualized curriculum will be developed and describe the instructional strategies and materials that will be used. (6 points)

5. 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. (3 points)

6. How will technology, including distance learning, be utilized in the proposed services? Identify the capacity of direct service staff to use and incorporate technology into instruction. (6 points)

II. ORGANIZATIONAL CAPACITY: (17 points)

1. Describe any current or prior services offered by the applicant agency to meet local labor market needs; identify how the services were funded, and identify the outcomes achieved. (6 points)

2. Describe the experience of the applicant agency in working with Massachusetts’ Local Workforce Investment Boards (LWIBs) and/or One-Stop Career Centers. (5 points)

3. Highlight staff experience working with adults on career pathways. What training and ongoing support will be needed from the workforce development entity to implement and evaluate the program? Include in Appendix H current job descriptions, including minimum required qualifications, for each of the key positions on this grant. (6 points)

III. BUDGET: (3 points)

All of the required submissions under Section III are excluded from the page limit.

Applicants are advised to refer to the ESE Grants Management Procedural Manual at http://finance1.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.

   The budget will be scored on a 1 to 3 scale. 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.

Adult Career Pathways Applications are eligible to earn from 0 to 50 points.

**Note**: Due to pending changes in the ESE Grants Management system, applicants may be required to resubmit these and other pages in a new online format. In that case, ESE will provide training to successful applicants on the resubmission process.