Dear Grant Applicant:

Enclosed for your review and response is the FY2014 Request for Proposals (RFP) for Adult Basic Education (ABE) Continuation Grants. This RFP is intended for applicants currently funded by the Adult and Community Learning Services (ACLS) unit of the Massachusetts Department of Elementary and Secondary Education (ESE). The grant programs and fund codes included in this RFP are listed on the Executive Summary page.

To be considered for refunding, programs must meet the requirements and intent of the authorizing state and federal legislation and regulations governing the program and must have conducted a successful program based on the ABE Performance Standards in FY2013.

Applications for state-funded projects are due by Friday, June 14, 2013
Applications for federally-funded projects are due by Wednesday, July 31, 2013

This continuation application package is for use by the following grant programs:

Community Adult Learning Centers Basic Proposal – Fund Codes: 340 (Federal) and 345 (State)
-Supplemental Funding – Volunteer Tutoring Component

English Literacy and Civics Education - Fund Code: 359 (Federal)
ABE Instructional Program for Incarcerated Adults - Fund Codes: 285 (Federal) and 563 (State)
Primary Instruction by Volunteers - Fund Code: 287 (State)
ABE Transition to Community Colleges – Fund Code: 668 (State)
ABE Distance Learning Instructional Hub – Fund Code: 669 (Federal)
Adult Career Pathways – Fund Codes: 541 (State)

Applicants should refer to Table 1 – Funding Allocations – for funding amounts. It is important to note that funding levels are subject to the approval of state and federal appropriations and programs will be notified of any additional changes in funding levels. Please note that no expense may be charged to the grant before Adult and Community Learning Services submits an approved budget to Grants Management. State and federal regulations require that separate and auditable records be maintained for each project that you conduct.

Guidance for agencies operating grant-funded adult education programs:
The list below is intended to highlight a few important elements of appropriate fiscal management, and is not comprehensive. Agencies are advised to read Grants for Schools: Getting Them and Using Them, A Procedural Manual, available at: http://finance1.doe.mass.edu/Grants/procedure/manual.html, and to seek counsel from their own auditors to ensure that multiple funding sources are handled appropriately.
Personnel funded by the ABE grant must dedicate all grant-funded time to work under the ABE grant, and to provide services to clients funded by the ABE grant. Administrators must inform program staff what portion of their time is funded by the ABE grant, and for how many hours per week they must provide services to grant-funded clients.

For any non-personnel resources charged to the ESE grant, the agency must provide a rationale and methodology for how costs are charged to the grant, and for how costs are allocated across programs.
that use the resources. When space is shared between the ABE grant-funded program and programs supported through fees, foundation grants, or other funding sources, only the percent of space and percent of time that the space is used by the ABE grant-funded program may be charged to the ABE grant.

The agency must maintain separate auditable financial records which adequately identify the source and the application of individual grant funds, and which include source documentation, (i.e. time and attendance records, payrolls, contracts, purchase orders, checks and paid bills).

**Two new policies are highlighted below**

**Community Planning Policy**

In FY14, Community Adult Learning Centers (with the exception of those in Boston) will be required to conduct a self-assessment of their ABE community planning partnership using *The Indicators for Effective Community Planning for Community Adult Learning Centers*. This is a research based self-assessment designed to support and strengthen ABE Community Planning. The self-assessment tool will help partnerships identify strengths and areas that require focus; inform action steps for continuous improvement; and help track progress along a continuum of proficiency in community planning. Additionally, programs will be asked to provide feedback through a simple online survey regarding their experience using the self-assessment. ACLS will not require the submission of self-assessment results.

Community Adult Learning Centers who do not lead an ABE Community Partnership but participate in a broad-based community coalition/board are required to conduct the self-assessment and survey with coalition members or a sub-set of coalition members. ACLS will not require the submission of self-assessment results.

Boston based programs were required to complete the self-assessment in FY13. Further policy guidance for FY14 will be provided to Boston after the aggregate results of the self-assessments have been reviewed by ACLS and Economic Development and Industrial Corporation (EDIC).

**Student Education and Career Plan Policy**

Grant recipients must ensure that all students have Education and Career Plans (ECP) in process and documented within the five year grant period. In FY14, agencies are encouraged to document the Education and Career Planning process with students at various class levels. In FY15, agencies must engage in the Education and Career Planning process with at least 50% of the students, in FY16, agencies must increase the target to 75% of the student population again, with some representation of all levels. By FY17, the expectation is that all students will have a documented education and Career Plan in place. For guidance on the Career and Education Planning process see pages 57-66 of the Guidelines for Effective ABE for Community Adult Learning Centers and ABE Programs in Correctional Institutions. [http://www.doe.mass.edu/acls/abeprogram/](http://www.doe.mass.edu/acls/abeprogram/)

Please note that programs can use the ECP template and/or a plan with its key elements: [http://www.doe.mass.edu/acls/ecp/](http://www.doe.mass.edu/acls/ecp/)

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

With Literacy in Mind,

Anne Serino
ABE State Director