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| Massachusetts Department of Elementary and Secondary Education FY2018Adult and Community Learning ServicesFY2018 Federal and State Continuation Grant ApplicationOnline Submission of Proposals and Related Information |
| Listed below is information that applicants need for proper submission ofcontinuation grant proposals. Please share this information with all who will be involved in the submission process.**STANDARD APPLICATION FOR PROGRAM GRANTS**The ESE’s Application for Program Grants includes:* **Part I**, **General – Standard Contract Form and Application for Program Grants** cover page, which requires an original signature by the Superintendent/Agency Head for each Fund Code; and
* **FY18 New Budget Page**

All applicants are advised that: (1) federal and state regulations require that separate and auditable records be maintained for each project for grant funding and any required matching share; and (2) funds must be administered in compliance with relevant federal or state laws, regulations, and policies.There are three standard schedules that should be used as needed or directed.* **Schedule A** is used to allow a number of communities to pool their assigned funds to operate a program in a more cost effective manner or a number of districts to assign funds to another district or a collaborative to operate a special program.
* **Schedule B** is used to document local matching contributions in grants that have cost sharing or matching requirements.
* **Schedule C** is to be used if the applicant agency is proposing to operate a grant project that will be a collaborative effort among a number of agencies.

**Part III - Required Program Information** asks for information needed to comply with state or federal requirements. All programs are required to submit narrative information (online) according to particular guidelines as specified in the RFP |
| **Submission instructions**Grantees must use the online grants information system; Paper submissions will no longer be accepted  | Submit all required grant materials through the [EdGrants website](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf).In EdGrants, applicants are required to create and name the project. Please use the following naming convention for your "Applicant Project Name" in EdGrants:FY18 (Insert fund code and full legal name of program) (no acronyms, please)All required forms should be uploaded in the Attachments List formlet of the Application Submission. This includes a signed / scanned PDF of Part I / Coversheet with CEO/Superintendent/Executive Director signature.For detailed instructions, please see review the <http://www.doe.mass.edu/grants/edgrants/application.docx>.Please note: The program must determine who to add as users of EdGrants in order to submit grant application as well as for payment request information. Please review the [EdGrants: User Security Controls](http://www.doe.mass.edu/news/news.aspx?id=21775) to make informed decisions regarding assigning your EdGrants level users. |
| **System for Managing Accountability and Results Through Technology (SMARTT)** | The ACLS SMARTT program planning requirements and instructions can be found on the ACLS website.For assistance with completing the required SMARTT screens for FY 18 or for any assistance with SMARTT or Cognos technical assistance, go to <http://smartthelp.zendesk.com>. On that page, near the upper right corner, click "Submit a Request” or search the help files there. For a complete listing of SMARTT resources and trainings offered by the System for Adult Basic Education Support (SABES) PD Center. For Using SMARTT and Cognos click here: [**http://www.sabes.org/pd-center/smartt-and-cognos**](http://www.sabes.org/pd-center/smartt-and-cognos).  |
| **Subject to Appropriation** | All appropriations listed here are subject to change. ESE will inform applicants as soon as possible if grant awards change. |
| Submission Deadline | Applications for state and federal grant awards must be received by Friday, June 16, 2017 no later than 3 p.m. |
| *Use only FY2018 forms for submission of proposals.* |

***Grid A***

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| **How to Submit the Standard Contract Form, Application for Program Grants and all other Required Documents within EdGrants**  |
| **Note that only three documents can be uploaded into EdGrants.**  |
| **What to submit** | **How to submit within EdGrants** |
| 1. **Part I -** General – Standard Contract Form and Application for Program Grants Signature page from within the individual grant application, including the amount requested
 | Print out signature page from continuation application, sign, scan and upload into ONE document into EdGrants.  |
| FY18 New Budget Page Including all applicant agency contact information for the individual program and include the four digit district code  | Complete online as part of EdGrants. |
| The following three documents must be scanned to create one document.1. Part III **-** Required Program Information (narrative responses)
2. Statement of Assurances with two signatures
3. Administrative Cost Worksheet signed by ABE Director
 | Scan all three documents below into ONE document and upload into Edgrants.1. Print out narrative responses to Part III questions
2. Print out Statement of Assurances and sign
3. Print out SMARTT Administrative Cost Worksheet and sign
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| **Budget Narratives and Schedule B** * Direct Narratives
* Match Narratives
* Collaborative Narratives (apply only to fund code 541)
* Schedule Bcompleted
 | Scan and upload all required narratives and completed Schedule B into ONE document and upload into EdGrants. 1. Complete budget and match narratives
2. Complete Schedule B
3. If recipient of Adult Career Pathways, complete Collaborative Narratives.

**Note:** The collaborative narratives apply only to Adult Career Pathways grants (541) |

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