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| Massachusetts Department of Elementary and Secondary Education  Adult and Community Learning Services  FY18 Federal and State Continuation Grant Application  **Online Submission of Proposals and Related Information**  Adult Basic Education Professional Development System Grant Program | |
| Listed below is information that applicants for the ABE Professional Development System grant program need for proper submission of FY18 continuation grant applications (proposals). Please share this information with all who will be involved in the submission process.Applicants must use FY2018 forms for submission of proposals. **STANDARD APPLICATION FOR PROGRAM GRANTS**  The ESE’s Application for Program Grants includes:  **1. 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  **2. 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.  **3. Part III - Required Program Information** – information needed to comply with state or federal requirements, 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 the <http://www.doe.mass.edu/grants/edgrants/application.docx>.  Please note: The applicant must determine who to add as users of EdGrants in order to submit its grant application as well as for payment request information. Please review the <http://www.doe.mass.edu/grants/edgrants/user-security-controls.html> to make informed decisions regarding assigning your EdGrants level users. |
| **Subject to Appropriation** | | All appropriations listed in this RFP 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 successfully submitted in EdGrants by Wednesday, June 21, 2017 at 3:00 p.m.** |
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| |  |  | | --- | --- | | **How to Submit the Standard Contract Form and Application for Program Grants and Other Required Documents within EdGrants** | | | **NOTE THAT ONLY THREE DOCUMENTS CAN BE UPLOADED INTO EdGrants.** | | | **What to submit** | **How to submit within EdGrants** | | **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 cover page from continuation application.  Sign, scan, and upload as ONE document into EdGrants. | | **FY18 New Budget Page** including all applicant agency contact information for the individual program and the four-digit district code | Complete online as part of EdGrants. | | The following two documents must be scanned to create one document:   1. **Part III - Required Program Information** (narrative response including draft FY18 workplan) 2. **Statement of Assurances** with minimum of two signatures | Print out Part III narrative response including the draft FY18 workplan.  Print out Statement of Assurances and sign/have signed.  Scan both documents into ONE document and upload into EdGrants. | | **Budget Narrative** | Complete budget narrative.  Scan required budget narrative as ONE document and upload into EdGrants. | |