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| **Name of Grant Program:** Adult Basic Education Transition to Community College | **Fund Code:** 668 |

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| PART III – REQUIRED PROGRAM INFORMATION |

Narrative responses may not exceed 10 pages. Responses to Section IV (Budget) are not included in the page limit. Likewise, required attachments and appendices do not count toward the page limit. Additional, non-required appendices and narrative pages that exceed 10 pages will not be read.

Applicants will need to complete Sections I (Past Performance/Student Outcomes) and IV (Budget) as separate documents and upload them into the portal as per the instructions in the RFP. Responses to Sections II (Applicant Capacity and Commitment) and III (Profile of Proposed Services) must be entered directly into the portal.

1. **Past Performance/Student Outcomes (20 Points)**

**Note:** Evidence that data is unreliable or of questionable validity will result in zero points being assigned for this section.

Previous recipients and new applicants: Provide auditable data from the past two to five years that demonstrate the college’s success in getting students to degree credit-bearing courses with similar programming. Use the chart below to show your data.

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| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
| **Year Completed Transition Program** | **Number of Students that completed in the Year listed in Column A (students listed here could have started in any previous year)** | **Name of Programming** | **Number of Students from Column B in a specific degree or certificate program between 2011-2016 (academic years)** | **Number of Students from Column D that completed a specific degree or certificate program between 2011-2016 (academic years)** | **Number of Students from Column D that dropped out or stopped out** |

**Matriculated student:** has been accepted and admitted to the college under a specific degree or certificate program and has registered for one or more credit courses.

**Non-matriculated student:** has registered for one or more credit courses but is not enrolled in a degree or certificate program.

Applicants must provide an overview of the data and accountability systems used to capture the outcomes. Applicants may include a brief explanation of data if needed. Applicants also may provide a brief overview of the type of programming listed above.

1. **Applicant Capacity and Commitment (25 Points)**
   * 1. Explain how the college will ensure the success of the Transition program (e.g., financial support and degree-bearing college credit courses). (10 points)
     2. Describe how the college will ensure that enough space is available to ensure the success of the Transition program at the college. (5 points)
     3. Explain how the college staff time and expertise will support and promote the priorities of this grant. (10 points)
2. **Profile of Proposed Services (50 Points)**

**Note:** All applicants must submit a program design that meets the program element requirements in the *FY18 Massachusetts Policies for Effective Adult Basic Education Transition to Community College[[1]](#footnote-1).* See Additional Requirements section of the RFP.

* + 1. Describe the support services that will be offered to students to ensure their success in the program. (5 points)
    2. Describe the proposed program including the required *College for Success* class to ensure enrolled students bypass developmental courses upon completion of the program. (15 points)
    3. Describe the academic courses that the college will provide to the students in the Transition program. (5 points)
    4. Describe how the college will ensure that Transition students successfully advance into a degree program after exiting the Transition program. (15 points)
    5. Describe the program’s involvement in regional efforts with WIOA core partners and other community stakeholders to develop and enhance career pathways for students. (5 points)
    6. Give an example of a local in-demand industry and how the program will help students connect to or advance in it. (5 points)

1. **Budget (5 Points)**

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

Applicants must submit a budget for July 1, 2017 through June 30, 2018. Applicants are advised to refer to the ESE *Grants Management Procedural Manual* at <http://www.doe.mass.edu/grants/procedure/manual.html> and to the Fund Use section of the RFP for guidance in preparing the budget.

1. BUDGET: FUNDS REQUESTED (2 points)
   * 1. **Budget Narrative**: Submit by uploading a detailed budget narrative that provides an explanation for each proposed expenditure, and that reflects a budget that is cost effective, related directly to the purpose and priorities of the program, and consistent with allowable Fund Use as outlined in this RFP.

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.

* + 1. **Budget Form:** Enter the dollar values of the proposed grant expenditures onto the appropriate budget lines in the **Part II - Project Expenditures budget detail** **pages**. Use the applicant agency’s definition of full-time employment as a basis for calculating Full Time Equivalents (FTEs) for all salaried staff. Round all figures to whole dollar amounts. See the Required Forms section of the RFP.

1. BUDGET: MATCHING CONTRIBUTION (3 points)
   * 1. **Match Narrative:** Upload 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.

Recipients of ESE ABE Transition to Community College grants during the FY18-20 grant cycle must provide fully auditable matching resources equal to (a) the organization’s maintenance of effort in the previous funding cycle or (b) 30% of the new grant award, whichever is greater. New applicants must provide fully auditable matching resources for each year of the multi-year grant equal to at least 30% of the initial grant award.

Applicants are advised to refer to the *FY18 Massachusetts* *Policies for Effective Adult Basic Education Transition to Community College Programs* for information about match requirements and restrictions.

The match narrative must correspond to the line item sequence of the Part II Project Expenditures budget detail pages.

* + 1. **Schedule B:** Enter the dollar values of the proposed grant expenditures and matching contribution into Columns A and B in the appropriate budget lines on Schedule B and upload. Use the applicant agency’s definition of full-time employment as a basis for calculating Full Time Equivalents (FTEs) for all salaried staff. Round all figures to whole dollar amounts. See the Required Forms section of the RFP.

**Transition to Community College applications are eligible to earn from 0 to 100 points.**

1. The *Massachusetts Policies for Effective Adult Basic Education Transition to Community College* are updated annually and posted to the Transition webpage: <http://www.doe.mass.edu/acls/cc/default.html>. [↑](#footnote-ref-1)