*****Massachusetts Department of***

***Elementary and Secondary Education***

### 75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000

##  TTY: N.E.T. Relay 1-800-439-2370

May 17, 2017

Dear Grant Applicant:

Enclosed for your review and response is the FY2018 Request for Proposals (RFP) for Adult Basic Education (ABE) Continuation Grants. This RFP is intended for grantees 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 below and on the Executive Summary page. This continuation application package is for use by the following grant programs:

**Community Adult Learning Centers**– Fund Codes: [340 (Federal) and 345 (State)](http://www.doe.mass.edu/grants/2018/340-345/)

**ABE Instructional Program for Incarcerated Adults** – [Fund Codes: 285 (Federal) and 563 (State)](http://www.doe.mass.edu/grants/2018/563-285/)

**Primary Instruction by Volunteers** – [Fund Code: 287 (State)](http://www.doe.mass.edu/grants/2018/287/)

**ABE Distance Learning Instructional Hub** – [Fund Code: 669 (Federal)](http://www.doe.mass.edu/grants/2018/669/)

**Adult Career Pathways** – [Fund Code: 541 (State)](http://www.doe.mass.edu/grants/2018/541/)

**Workplace Education** – [Fund Code: 494 (Federal)](http://www.doe.mass.edu/grants/2018/494/)

**Integrated English Literacy and Civics Education** – [Fund Code 359 (Federal)](http://www.doe.mass.edu/grants/2018/359/)

To be considered for refunding, programs must meet the requirements and intent of authorizing state and federal legislation and regulations governing the program and must have conducted a successful program based on the WIOA Federal Measures.

**Applications for both federally and state-funded projects are due by *Friday, June 16, 2017.***

Table 1 is attached. Applicants should refer to Table 1 – Funding Allocations – for funding amounts. Please note that 7.041% decrease will be applied to the grants excluding IELCE/IET pilot programs, DL Option amounts, outstationing, newly released grants for FY18 for workplace and Transitions to Community College, SABES grants, and test centers.  ***It is also important to note* *that funding levels are subject to performance and the approval of state and federal appropriations. Programs will be notified of any changes in funding levels*.** Please note that no expense may be charged to the grant until ESE has approved the budget. State and federal regulations require that separate and auditable records be maintained for each grant program that is funded.

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| All submissions for FY 18 refunding must be completed online through EdGrants. See the FY18 ***Submissions for Proposals*** page for detailed instructions. |

**Guidance for Agencies Operating Grant-funded Adult Education Programs**

Agencies are advised to read ***Grants for Schools: Getting Them and Using Them***, A Procedural Manual, available at <http://www.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 students 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 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).

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

Sincerely,

**Jolanta Conway**

ABE State Director