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| Part III - REQUIRED PROGRAM INFORMATION |

Applicants must respond to all narrative response prompts. The narrative response for the basic grant application may not exceed five pages.

**Program and Services**

1. Applicants may propose a duration of instructional services from 6 months to a full year. Identify the number of weeks of instructional services. Describe the overall program design and provide a rationale for this design explaining how the components will advance student outcomes.

Add and complete a row in the class grid for each class, provide a cost per seat that does not exceed $2,300 and submit as part of the narrative response.

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| SAMPLE Class Schedule | | | | | | | | |
| # | Class  Type  (ABE or ESOL) | # Days per Week | # Hours  Per Class | # Weeks per Year | Total Class Hours | Class Focus | # Projected Enrollments (minimum of 10) | Cost  Per seat  (do not exceed $2300) |
| **1** |  |  |  |  |  |  |  |  |
|  | Use the SAMPLE row above to create and complete your class plan. | | | | | | | |

1. Describe the strategies to be used to serve students with disabilities and special needs.
2. Describe any transition advising services that may be needed to support students’ transition to other programs to ensure their continued ABE or ESOL education. If applicable, describe the structure for advising that supports students in their decisions for appropriate next steps for postsecondary education or employment.
3. Provide a brief example of how the curriculum is aligned with the College and Career Readiness Standards for Adult Education. Describe any technology integrated into the curriculum.

**Organizational Capacity**

1. Describe the educational leadership that drives program oversight and improvement.
2. Describe any other funding resources available to the applicant in order that students may continue their education within the program beyond FY 19.

**Fiscal:**

1. Describe the organizations’ capacity to manage the grant for which it is applying. Describe the accounting system that ensures grant funds will be expended in compliance with grant requirements and will be used for their intended purposes and in compliance with local and state regulations.