*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley*Commissioner* |  |
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Adult and Community Learning Services

June 4, 2018

Dear Grant Applicant:

Enclosed for your review and response is the FY2019 Request for Proposals (RFP) for 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:

**AE Transitions to Community College** – Fund Code: 668 (State)

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

To be refunded, programs must meet the requirements 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 22, 2018.***

Applicants should refer to Funding Section for each program type for funding amounts. 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. All submissions for FY 19 refunding must be completed online through EdGrants. See the FY19 ***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 AE grant must dedicate all grant-funded time to work under the AE grant, and to provide services to students funded by the AE grant. Administrators must inform program staff what portion of their time is funded by the AE 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