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

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| PART III – REQUIRED PROGRAM INFORMATION |

1. **Past Performance/Student Outcomes**
2. Provide auditable data from the past three to five years that demonstrate the college’s success in getting students to degree credit-bearing courses. Use the chart below to show your data.

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| **A** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** |
| **Year** | **#** **enrolled** | **#** **comp.**  | **Total # of degree-bearing credits earned** | **# from D who began program of study**  | **# from F who earned degree**  | **# from F who earned certificate[[1]](#footnote-1)**  | **# from F who earned credential[[2]](#footnote-2)** | **# from F who dropped/****stopped out** |
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Applicants may provide an overview of the data and accountability systems used to capture the outcomes. Applicants may include a brief explanation of data if needed.

1. Explain any planned changes to the Transition program and support services for FY 2020.
2. Describe the college’s efforts in ensuring Transition students successfully advance into a degree or certificate program after exiting the Transition program.
3. Describe the program’s involvement in regional efforts with WIOA core partners and other community stakeholders to develop and enhance career pathways for students.
4. Give an example of a local in-demand industry and how the program is helping students connect to or advance in it.
5. **Budget**

Applicants must submit a budget for July 1, 2019 through June 30, 2020. 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
	* 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
	* 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 AE 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 *FY20 Massachusetts* *Policies for Effective Adult 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.
1. For-credit certificate. [↑](#footnote-ref-1)
2. Any non-credit credentials. [↑](#footnote-ref-2)