*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley  *Commissioner* |  |

April 2019

Dear Grant Applicant:

Enclosed for your review and response is the FY2020 Request for Proposals (RFP) for Adult Education (AE) 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). This continuation application package is for use by the following grant programs:

* **AE Distance Learning Instructional Hub** – Fund Code: 669 (Federal)

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 grant recipients that are **state agencies** (use the state’s accounting system MMARS) are encouraged to submit applications no later than **Friday, May 17, 2019** to allow sufficient time to process ISA’s. Applications for both federally and state-funded projects are due no later than **Friday, June 7, 2019 at 3:00PM.**

See Table 1 – Funding Allocations for fund code 669. Funding is subject to state and federal appropriation.

As outlined in the FY19-22 Open and Competitive RFP and in policy, some programs have had their awards reduced because of under-enrollment of FY19 funded seats.

Funding is subject to state and federal appropriation and therefore all dollar amounts listed are estimated and subject to change. If additional funding is to become available, it will be distributed according to the methodology described in the Open and Competitive RFP. Please note that no expense may be charged to the grant until DESE has approved the budget. State and federal regulations require that separate and auditable records be maintained for each grant program that is funded.

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,

**Wyvonne Stevens-Carter**

Acting State Adult Education Director