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| **Name of Grant Program: Adult Education Services Planning Grant** | **Fund Code:** 587 |

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| PART III – REQUIRED PROGRAM INFORMATION |

Applicants should only respond to the narrative prompts in the section for which they are applying. Each section is worth 60 points. The narrative response may not exceed five pages. Pages that exceed the page limit will not be reviewed.

All narrative responses must be in a font no smaller than Arial 10 with 1” margins on all sides.

1. **New Community Adult Learning Center (CALC) or Adult Education in Correctional Institutions (AECI) program**
2. Describe the agency’s experience serving adults, including types of services and successes.

1. Identify the lead person to convene and coordinate the activities of this grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
2. Describe how your agency has reviewed the information provided at [CALC or AECI](https://www.doe.mass.edu/grants/2022/661-671/) to determine the desirability, feasibility, and viability of a proposed new program.
3. Describe the agency’s vision for providing adult education services.
4. Describe how the agency has preliminarily determined the education needs of the area’s student population to justify the new program offering.
5. Describe the nature of anticipated planning activities through June 30, 2022, that will set-up the agency to successfully bid for funding for a new CALC or AECI program in FY 2023.
6. **Significant expansion of CALC or Corrections Education Program (e.g., new site, newly offering adult basic education services or English for Speakers of Other Languages (ESOL), or an increase in program size of 50 seats or more annually.)**

1. Describe the agency’s experience serving adults, including types of services and successes.

1. Identify the lead person to convene and coordinate the activities of this grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
2. Describe how your agency has reviewed the information provided at [CALC or AECI](https://www.doe.mass.edu/grants/2022/661-671/) to determine the desirability, feasibility, and viability of a significant expansion of a CALC or AECI Program.
3. Describe the agency’s vision for providing additional services to the community.
4. Describe how the agency has preliminarily determined the education needs of the area’s student population to justify the expanded services.
5. Describe the nature of anticipated planning activities through June 30, 2022, that will set-up the agency to successfully bid for funding for a significant expansion of a CALC or AECI Program in FY23.
6. **MassSTEP**

1. Describe the agency’s experience serving adults, including types of services and successes.

1. Identify the lead person to convene and coordinate the activities of this grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
2. Describe how your agency has reviewed the information provided at [MassSTEP](https://www.doe.mass.edu/grants/2020/671-661-359/)[[1]](#footnote-1) to determine the desirability, feasibility, and viability of a proposed new program.
3. Describe the agency’s current relationship with local workforce partners, including, but not limited to, the area’s MassHire Workforce Board, MassHire Career Center, and any other local workforce partners. Workforce partners can also include any of the following: local WIOA core partner agencies such as adult education agencies, job training programs, Department of Transitional Assistance office, Massachusetts Rehabilitation offices, etc.
4. Describe how the agency will determine the business needs of the local area, including identifying any priority industries or occupations.

1. Describe the nature of anticipated planning activities through June 30, 2022, that will set-up the agency to successfully bid for a MassSTEP Program in FY23.
2. **Workplace Education**
3. Describe the agency’s experience serving adults, including types of services and successes.

1. Identify the lead person to convene and coordinate the activities of this grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
2. Describe how your agency has reviewed the information provided at [Workplace Education](https://www.doe.mass.edu/grants/2020/494-538/) to determine the desirability, feasibility, and viability of a proposed new program.
3. Describe the agency’s current relationship with local workforce partners, including, but not limited to, the area’s MassHire Workforce Board, MassHire Career Center, and any other local workforce partners. Workforce partners can also include any of the following: local WIOA core partner agencies such as adult education agencies, job training programs, Department of Transitional Assistance office, Massachusetts Rehabilitation offices, etc.
4. Describe how the agency will reach out to local businesses to discuss the desirability, feasibility, and viability of a potential workplace education program.
5. Describe the nature of anticipated planning activities through June 30, 2022, that will set-up the agency to successfully bid for funding for a Workplace Education Program in FY23.
6. **Transition to College**
7. Describe the agency’s experience serving adults, including types of services and successes.

1. Identify the lead person to convene and coordinate the activities of this grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
2. Describe how your agency has reviewed the information provided at [Transition to Community College](https://www.doe.mass.edu/grants/2021/668/)[[2]](#footnote-2) to determine the desirability, feasibility, and viability of a proposed new program.
3. Describe the departments or offices likely to be involved in determining the desirability, feasibility, and viability of a potential Transition to College Program.
4. Describe the applying department’s current relationship with these departments, including any current collaborations.
5. Describe the nature of anticipated planning activities through June 30, 2022, that will set-up the agency to successfully bid for funding for a Transition to College Program in FY23.
6. **Career and Technical Education (Perkins V) in Correctional Institutions**
7. Describe the agency’s experience serving adults, including types of services and successes.

1. Identify the lead person to convene and coordinate the activities of this grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
2. Describe how your collaboration will use the [Perkins Essentials](https://www.doe.mass.edu/ccte/cvte/perkins-v/), [Mass Perkins V Program Checklist](https://www.doe.mass.edu/ccte/cvte/perkins-v/checklist.docx), and information at [Career and Technical Education (Perkins V) in Correctional Institutions](https://www.doe.mass.edu/grants/2021/452a/) to determine the desirability, feasibility, and viability of a program.
3. Identify the industries, occupations, or pathways for which you are planning to prepare your participants and the rationale for your choices (e.g. CORI-neutral, growth potential, employer relationships).
4. Identify any potential or committed partners, including training providers.
5. Describe the nature of anticipated planning activities through June 30, 2022 that will set-up the agency to successfully bid for funding for a Career and Technical Education (Perkins V) in Correctional Institutions Program in FY23.
6. **Pay for Performance**
7. Describe the agency’s experience serving adults, including types of services and successes.
8. Identify the lead person to convene and coordinate the activities of this planning grant. Summarize this person’s experience organizing, facilitating, and leading collaborations and/or projects.
9. Describe how the agency has reviewed the documents at [Pay for Performance](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-20-1026-DOE02-DOE01-45662&external=true&parentUrl=close) to determine the desirability, feasibility, and viability of a program.
10. Describe the agency’s ability to fund their programming prior to Pay for Performance outcome payments.
11. Identify potential or committed education, workforce training, or student support partners as well as potential industries, occupations, or pathways you may provide as a Pay for Performance provider.

1. Describe the nature of anticipated planning activities through June 30, 2022, that will set-up the agency to successfully bid for funding for a Pay for Performance Program in FY23.

1. The title of this Request for Proposals (RFP) is *FY 2020 Integrated English Literacy and Civics Education and Integrated Education and Training*. In September 2021, Integrated English Literacy and Civics Education (IELCE) and Integrated Education and Training (IET) programming was unified under the brand name MassSTEP. The components and requirements for both services remain the same. [↑](#footnote-ref-1)
2. Eligible applicants for this RFP were Massachusetts public community colleges. However, eligible applicants for this FY 2022 RFP and the FY 2023 Transition RFP will be all Massachusetts public colleges. [↑](#footnote-ref-2)