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| **Name of Grant Program:** MassSTEP ABE and MassSTEP ESOL Planning  | **Fund Code:** **671/661/359**  |

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| PART III – REQUIRED PROGRAM INFORMATION |

Applicants should only respond to the questions below. Each question is worth 10 points. The budget is worth 5 points. This section has a total of 55 points. The narrative response for questions 1-5 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. Describe the agency’s experience serving adults, including types of services and successes. (10 Points)

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. (10 Points)
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. (10 Points)
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. (10 Points)
4. Describe how the agency will determine the business needs of the local area, including identifying any priority industries or occupations. (10 Points)
5. Complete and submit the Part II Budget Workbook consistent with policy, allowable costs, and fiscal requirements for this grant. (5 Points)
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)