Model Online Application for <u>FY 2019 Career Pathways</u> Grant (Fund Code 325)

<u>General Text Changes to FY 2019 EPS Online Application</u>:
- All headings should be changed to "**FY 2019 Career Pathways** Grant "
- Change all references of "**FY 2018**" to "**FY 2019**" in the body of the paragraphs.

FY 2018 Educator and Provider Support Grant (Fund Code 322)

> Change text to "FY 2019 Career Pathways Grant (Fund Code 325)"

Introduction

In order to apply for the FY 2018 Educator and Provider Support Grant, please read the Grant Application posted on EEC Website: http:www.mass.gov/eec

Grant applicants do not need to complete the entire online application at one time. Applicants may complete a portion of the online application a entering their information at a later date/time until the close of the grant application. **Please save often as the system will time you out after** Applicants will also be able to print information entered into this system for their own records as a PDF. This **PDF** must be submitted as a hard the grant application.

> Change text to "FY 2019 Career Pathways Grant

Throughout the Grant Application process, Grant Applicants are responsible for visiting COMMBUYS (See COMMBUYS Registration Instruction and the EEC Website at http:www.mass.gov/eec to obtain updates and information about this Grant Application.

For assistance with the FY 2018 Educator and Provider Support online application, please contact EECSubmission@MassMail.State.MA.US

Please see Appendix A in the grant application for Online Application Instructions.

> Change text to Appendix C

COMMBUYS Registration Instructions

Login to Online Application

<u>Text should read as follows:</u>
FY2019 Career Pathways Grant (Fund Code 325)

Introduction

In order to apply for the FY 2019 Career Pathways Grant, please read the Grant Application posted on **COMMBUYS** at www.commbuys.com.

Grant Applicants do not need to complete the entire Online Application at one time. Applicants may complete a portion of the Online Application and finish entering their information at a later date/time until the close of the Grant Application. Applicants will also be able to print information entered into this system for their own records as a PDF. This **PDF** must be submitted as a hard copy as part of the Grant Application.

Throughout the Grant Application process, Grant Applicants are responsible for visiting **COMMBUYS** (See COMMBUYS Registration Instructions link below) and the EEC Website at https://www.mass.gov/orgs/department-of-early-education-and-care to obtain updates and information about this Grant Application.

For assistance with the FY 2019 Career Pathways Grant Online Application, please contact EECSubmission@massmail.gov.

Please see **Appendix C** in the Grant Application for the Online Application Instructions.

COMMBUYS Registration Instructions - link

Login to Online Application- link

Note to IT: When COMMBUYS Registration Instruction link is clicked, this following information comes up in a new window.

COMMBUYS Registration Instruction
COMMBUYS Grant Information:

Get Notified When Grants are Posted in COMMBUYS
A recent enhancement to COMMBUYS, the State's procurement system, enables registered organizations to receive email notifications of Grants* posted in the COMMBUYS Market Center.

To automatically receive these notifications, organizations need to establish a Vendor Profile in COMMBUYS - an action that takes a few minutes to complete and has no associated cost - and select the UNSPSC commodity code assigned to Grants (00-00-00).**

For Internet Explorer (IE) users, version 10 and under, changes may be needed to the browser setting. If you are unable to access COMMBUYS using IE, implement the following setting change:
- *Select **Tools** from the browser Toolbar, and choose **Internet Options**;*
- *From the **Advanced** tab, scroll down toward the bottom and select **Use TLS 1.2**;*
- *Click **OK**.*

If you have questions, please contact the COMMBUYS Help Desk at 1-888-627-8283 or COMMBUYS@state.ma.us.

To Establish a Vendor Profile in COMMBUYS:

- Go to www.COMMBUYS.com and click the "Register" link;

- Be prepared to provide the name, address, email, and Federal Employer Identification Number (FEIN) for your organization;
- **Use the UNSPSC commodity code for Grants (00-00-00) when establishing your Vendor Profile;**
- Reference our Registration Resources for assistance:
  - Vendor Registration Job Aid
  - Vendor Registration Webcast
  - COMMBUYS Help Desk assistance at 1-888-627-8283 or COMMBUYS@state.ma.us.

Find Grant Opportunities in COMMBUYS:

Using the public search in COMMBUYS:
- Select **Contract & Bid** Search;
- Under **Advanced Search**, select **Bids;**
- Search "00-00 - Grant Opportunity" in the **UNSPSC** Segment-Family search field.*

Reference OSD's Locate a grant in COMMBUYS job aid for additional guidance.

Please note: Applicants will be required to be specify an Administrator as part of the registration process. COMMBUYS will confirm that the Tax ID entered does not already exist in the system. If the Tax ID is already in use, you will need to follow-up within your own agency to a obtain access to COMMBUYS. More detailed instructions are provided in the job aid if this applies to your agency.

Access our COMMBUYS job aid to Locate a Grant Posting and Create a Response.

*ALL STATE AGENCIES ARE SUBJECT TO 815 CMR 2.00, STATE GRANTS, FEDERAL GRANT AWARDS, FEDERAL SUBGRANTS, AND SUBSIDIES, AS WELL AS THE OFFICE OF THE COMPTROLLER'S POLICY ON STATE GRANTS, FEDERAL SUB-GRANTS, AND SUBSIDIES, DEPARTMENTS MUST USE COMMBUYS TO PUBLICLY POST THE AVAILABILITY OF A DISCRETIONARY GRANT OR GRANT PROGRAM AND PUBLISH THE RESULTS OF GRANTEE SELECTIONS. USE OF COMMBUYS TO RECEIVE ELECTRONIC QUOTES FOR GRANT OPPORTUNITIES IS OPTIONAL; HOWEVER, STATE AGENCIES ARE ENCOURAGED TO REQUIRE GRANTEES TO REGISTER AND SUBMIT QUOTES (APPLICATIONS) THROUGH COMMBUYS, WHICH PROVIDES A CENTRAL REPOSITORY FOR RECEIPT OF ELECTRONIC APPLICATIONS. AS MORE GRANTEES USE COMMBUYS TO IDENTIFY GRANT OPPORTUNITIES, THEY WILL HAVE A SINGLE LOCATION TO APPLY FOR GRANTS FROM MULTIPLE STATE AGENCIES, RESULTING IN EFFICIENCIES FOR BOTH THE GRANTEES AND THE STATE AGENCIES.

This United Nations Standard Products and Services Code (UNSPSC) is specific to Massachusetts and COMMBUYS, so no information about the code will be available on UNSPSC websites. As this is a new feature, interested organizations also may wish to conduct additional searches to find Grants prior to this enhancement. Using the **Advanced Search feature, enter the word "Grant" in the **Bid Description** field, or narrow searches by selecting specific agencies from the **Organization** drop-down menu.*

COMMBUYS Grant Information

Get Notified When Grants are Posted in COMMBUYS
A recent enhancement to COMMBUYS, the State's procurement system, enables registered organizations to receive email notifications of Grants* posted in the COMMBUYS Market Center.

To automatically receive these notifications, organizations need to establish a Vendor Profile in COMMBUYS - an action that takes a few minutes to complete and has no associated cost - and select the UNSPSC commodity code assigned to Grants (00-00-00).**

For Internet Explorer (IE) users, version 10 and under, changes may be needed to the browser setting. If you are unable to access COMMBUYS using IE, implement the following setting change:

- *Select Tools from the browser Toolbar, and choose Internet Options;*
- *From the Advanced tab, scroll down toward the bottom and select Use TLS 1.2;*
- *Click OK.*

If you have questions, please contact the COMMBUYS Help Desk at 1-888-627-8283 or COMMBUYS@state.ma.us

To establish a Vendor Profile in COMMBUYS:

- Go to www.COMMBUYS.com and click the "Register" link;
- Be prepared to provide the name, address, email, and Federal Employer Identification Number (FEIN) for your organization;
- **Use the UNSPSC commodity code for Grants (00-00-00) when establishing your Vendor Profile;**
- Reference our Registration Resources for assistance:
  - o Vendor Registration Job Aid
  - o Vendor Registration Webcast
  - o COMMBUYS Help Desk assistance at 1-888-627-8283 or COMMBUYS@state.ma.us.

Find Grant Opportunities in COMMBUYS

Using the public search in COMMBUYS:

- Select **Contract & Bid** Search;
- Under **Advanced Search**, select **Bids**;
- Search "00-00 - Grant Opportunity" in the **UNSPSC** Segment-Family search field.*

Reference OSD's Locate a Grant in COMMBUYS job aid for additional guidance.

Please note: Applicants will be required to be specify an Administrator as part of the registration process. COMMBUYS will confirm that the Tax ID entered does not already exist in the system. If the Tax ID is already in use, you will need to follow-up within your own agency to a obtain access to COMMBUYS. More detailed instructions are provided in the job aid if this applies to your agency.

Access our COMMBUYS job aid to Locate a Grant Posting and Create a Response.

*All state agencies are subject to 815 CMR 2.00, State Grants, Federal Grant Awards, Federal Subgrants, and Subsidies, as well as the Office of the

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COMMBUYS Registration Instruction

If you plan to do business with the Commonwealth of Massachusetts you are required to register on COMMBUYS before applying for any funding opportunity.

Registration Required: While you may previously have been registered as a seller in Comm-PASS, no vendor registration was transferred to COMMBUYS, so you must now register as a seller in COMMBUYS.

To assist you in the registration process, the Operational Services Division (OSD) has provided you with a series of COMMBUYS job aids and on-line learning videos for your use as you transition to COMMBUYS.

COMMBUYS registration is easy! It takes just three simple steps:

1. Go to the COMMBUYS landing page at www.COMMBUYS.com.
2. Select the first link titled REGISTER and complete registration. There is no cost.
3. You must register on COMMBUYS and select the **United Nations Standard Products and Services Code (UNSPSC) 84-10-15** for **all EEC Grants**. If you have already registered, please make sure you add the **UNSPSC** code to your registration.

Once you have registered, OSD will be able to link your agency's contract to the registration, which will allow you to get direct receipt of electronic POs or quote requests from the system.

Please note: Applicants will be required to be specify an Administrator as part of the registration process. COMMBUYS will confirm that the Tax ID entered does not already exist in the system. If the Tax ID is already in use, you will need to follow-up within your own agency to a obtain access to COMMBUYS. More detailed instructions are provided in the job aid if this applies to your agency.

We look forward to welcoming you to the COMMBUYS community. If you have any questions or concerns, contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or contact them during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

Registration: Username & Password:

FY 2019 Universal Pre-Kindergarten Grant (Fund Code 511)

Please enter your Username/Password to login to the Online Application.

Username: _____

Password: _____

[Login]

If you have not previously registered for the FY 2019 Universal Pre-Kindergarten Grant, please click the Register button. [Register]

If you need password or technical assistance, please contact EECSubmission@mass.gov.

Change text to "FY 2019 Career Pathways Grant (Fund Code 325)"

Change text to "FY 2019 Career Pathways Grant"

FY 2019 Universal Pre-Kindergarten Grant (Fund Code 511)

Register new Lead Agency

INSTRUCTIONS: Complete the Lead Agency information below. Note: The fields marked with an * are required.
Please note: your **Vendor Name** needs to match your **Legal Name**. If you have a previous grant with EEC, please make sure your **legal name** matches the name on your **Standard Contract Form** with EEC or your **W-9 form**.

Lead Agency Information	
What program type is your program:*	Center-Based ▼
Vendor Name (Your Lead Agency Name):*	_____
	Your VENDOR NAME needs to match the LEGAL NAME that appears on your STANDARD CONTRACT FORM or W-9 FORM
Program or Lead Agency Legal Address*	_____
	Your LEGAL ADDRESS needs to match the LEGAL ADDRESS that appears on your STANDARD CONTRACT FORM or W-9 FORM
City*	_____
State*	_____
Zip Code*	_____
Phone*	_____ (Ex: 617-111-2222)
Email*	_____

Please create a Username and Password before completing the Online Application. This will enable you to retrieve your application and modify answers later if you wish to do so. Please write the username and password down for your reference.

Username*	_____
Password*	_____
Re-enter Password*	_____

[Cancel Submit]   [Submit Information]

- **HOME PAGE -**

FY 2018 Educator and Provider Support Grant (Fund Code 322)

Steps to Complete the Online Application

Lead Agency: Valley Opportunity Council   Eligib

Maximum Eligibility Amount up to $2,000,000.00

Total Budget Requested: _____ (Note to IT: *This will be whatever they put into the lead agency budget.*)

View/Edit	Contact Information (Part 1)	✔
View/Edit	Communities Served (Part 2)	✔
View/Edit	Languages Served (Part 3)	✔
View/Edit	Lead Agency Budget (Part 4)	✔
View/Edit	Subcontractor/Provider Budget (Part 5)	✔
View/Read Only	Budget Summary (Part 6)	✔
View/Edit	Narrative Questions (Part 7)	✔
View/Edit	Projected Deliverables (Part 8)	✔
View/Edit	Required Grant Forms (Part 9)	✔
View/Edit	Checklist (Part 10)	✔
View/Edit	Cover Page (Part 11)	

Eligible grantees will be Massachusetts' Community Colleges only. We do not know which colleges will apply.

Add another line for:
- FY2020 Proposed Budget Summary and
- FY2021 Proposed Budget Summary

Please click the **Submit** button when you have completed your Online Application and are ready to **submit** your appl for grant review. In order to save your Information, you must press Submit.

MA Standard Administrative Forms (Part 12)

Applicants must also complete and mail **one original packet** of the following forms with their Grant Application response.

Disable the **Subcontractor /Provider Budget** section and **Projected Deliverables** buttons as grantees will not be able to enter information in these sections.

- **Part 1 - CONTACT INFORMATION:**

  No changes.

Instructions: Please provide the following contact information for the Lead Agency. **Note:** *The fields marked with * are required.*

Lead Agency Contact Information

Field	
First Name*	
Last Name*	
Mailing Address Line 1*	
Mailing Address Line 2	
City*	
State*	
Zip Code*	
Phone*	(Ex: 617-111-2222)
Fax	
Email*	

Grant Coordinator Information

☐ Same as above

Field	
First Name*	
Last Name*	
Mailing Address Line 1*	
Mailing Address Line 2	
City*	
State*	
Zip Code*	
Phone*	(Ex: 617-111-2222)
Fax	
Email*	

Superintendent or Executive Director Information

☐ Same as above

Field	
First Name*	
Last Name*	
Mailing Address Line 1*	
Mailing Address Line 2	
City*	
State*	
Zip Code*	
Phone*	(Ex: 617-111-2222)
Fax	
Email*	

Part 2 - COMMUNITIES SERVED: Grantees will only be using communities served data for informational purposes- not eligibility amounts.

FY 2018 Educator and Provider Support Grant (Fund Code 322)

Communities Served (Part 2)

Lead Agency: Valley Opportunity Council

Instructions: Below is the list of EEC's 5 Regions within Massachusetts. Please check the "Select All Cities/Towns in Region" box below to indicate the Region in which you are applying to service. The Demographic information for the Region you select will populate. For additional information on the demographics and specific towns within the Regions please see Appendix F-1, F-2 and F-3 in the grant application.

Average Number of Providers in Towns with Families Receiving Subsidized Early Education and Care Services: 830

Licensed Early Education and Care Programs: 1369

English Language Learners: 8543

First Language Not English: 16161

High Risk Home

Region: Metro Boston

☐ Brookline (84)
☐ Dedham (79)
☐ Quincy (52) *
☐ Wellesley (91)

☐ Aquinnah (69)
☐ Berkley (84) ~
☐ Brockton (24) *
☐ Chilmark (78) ~
☐ Duxbury (96)

☐ Canton (79)
☐ Dartmouth (69)
☐ East Bridgewater (80)

> **Change text to FY 2019 Career Pathways Grant (Fund Code 325)**

> **Change instructions to read:** Please select the cities/towns below in your community college's catchment area. The demographic information will automatically populate for the cities and towns chosen. This information is provided as a resource to applicants. For additional information on the demographics for specific cities and towns within the Commonwealth please see Appendices I and J in the grant application.

> Display: Data Points for 322 : **list data points in this order**
>
> 1. Avg. Number of Providers in Towns with Families Receiving Subsidized Early Education and Care Services
> 2. Licensed Early Education and Care Programs
> 3. English Language Learners
> 4. First Language not English
>
> 6. Gateway Community: *
> 7. Rural Community: ~
> 8. High Risk Home Visiting Factor is indicated in parenthesis next to the town.

- **Part 3 - LANGUAGES SERVED:** *No changes.*

Instructions: Please select the languages your agency serves.

☐ Select All

☐ American Sign Language (ASL)	☐ Amharic	☐ Arabic	☐ Armenian	☐ Cantonese
☐ Croatian	☑ English	☐ French	☐ French Creole	☐ German
☐ Greek	☐ Haitian Creole	☐ Italian	☐ Japanese	☐ Korean
☐ Laotian	☐ Mandarin	☐ Mon-Khmer (Cambodian)	☐ Polish	☐ Portuguese
☐ Russian	☐ Serbian	☐ Slovene	☑ Spanish	☐ Tagalog
☐ Vietnamese	☑ Other			

Hebrew

- **PART 4 - LEAD AGENCY BUDGET:**

Instructions: Please reference the fund use section within the Grant Application and <mark>**Appendix D**</mark>: Budget Guidelines for specific guidelines regarding the budget, including program and admin costs. **Note: YOU CAN ONLY ENTER WHOLE NUMBERS INTO THE BUDGET.** Funds cannot be entered into the gray boxes as these costs are considered unallowable for this grant.

Sample Alerts- no changes

The Lead Agency Budget has been SAVED with the following error(s).

- Please provide a budget narrative for all line items requested.
- Line 1-4: Please enter the # of FTEs (Full Time Equivalences) for each line requested.
- Line 1-4: Please enter the # of Staff for each line requested.

Go back to Home

The Lead Agency Budget has been SAVED with the following warning(s).

- Line 4: Fringe is over 35%. Please provide a breakdown in the budget narrative to account for this percentage.

Go back to Home

Please add the following alerts to the bottom of the Lead Agency Budget if the requirements are not satisfied:

- Fringe over 35% Alert: The 35% must be taken from the sub-totals of Administrators, Instructional/Professional and Support staff of the Lead Agency. (This alert still allows the applicant to move forward but it tells them that they must provide a breakdown of fringe).
- Line 1-4: Please enter the # of Staff for each line requested.
- Line 1-4: Please enter number of FTEs (Full Time Equivalences) for each line requested.
- Line 4: Fringe is over 35%. Please provide a breakdown in the budget narrative to account for this percentage.
- Line 5: Please provide the Rate ($) and Hr/Day/Wk/Yr/Flat for each Contractual Service requested.
- Line 10: Please provide the Indirect Cost Approval Rate.
- Please provide a budget narrative for all line items requested.
- Please provide the requested Program or Admin costs.

*Please provide a budget narrative for all line items requested.

* Please provide the requested Program or Admin costs.

Lead Agency Budget (Part 4)

1. Administrators

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure	# of Staff	FTE	Program	Admin	Total Grant	Budget Narrative
Supervisor/Director	0	0.00		$0.00	$0.00	
Project Coordinator	0	0.00	$0		$0	
Stipend			$0	$0	$0	
Other	0	0.00	$0	$0	$0	
Administrators Sub-Total	**0**	**0.00**	**$0**	**$0**	**$0**	

2. Instructional/Professional Staff

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category	# of Staff	FTE	Program Costs	Admin Costs	Total Grant Budget	Budget Narrative
Advisor	0	0.00	$0		$0	
Clinician						
Coordinator	0	0.00	$0		$0	
Educator/Instructor	0	0.00	$0		$0	
Home Visitor						
Specialist	0	0.00	$0		$0	
Stipend			$0	$0	$0	
Other	0	0.00	$0	$0	$0	

| Instructional/ Professional Staff Sub-Total | 0 | 0.00 | $0 | $0 | $0 | |

3. Support Staff

Column A Expenditure Category	Column B # of Staff	Column C FTE	Column D Program Costs	Column E Admin Costs	Column F Total Grant Budget	Column G Budget Narrative
Aide/Paraprofessional	🟥	🟥	🟥	🟥	🟥	
Secretary/Bookkeeper	0	0.00	🟥	$0	$0	
Stipend			$0	$0	$0	
Other	0	0.00	$0	$0	$0	
Support Staff Sub-Total	**0**	**0.00**	**$0**	**$0**	**$0**	

4. Fringe Benefits

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Fringe Benefits	0	0.00	$0	$0	$0	
Fringe Benefits Sub-Total	**0**	**0.00**	**$0**	**$0**	**$0**	

5. Contractual Services

Column A Expenditure Category	Column B Rate	Column C Hr/Day/Wk /Yr/Flat	Column D Program Costs	Column E Admin Costs	Column F Total Grant Budget	Column G Budget Narrative
Advisor	$0.00	0	$0	🟥	$0	
Clinician	🟥	🟥	🟥	🟥	🟥	
Consultant	$0.00	0	$0	🟥	$0	
Educator/Instructor	$0.00	0	$0	🟥	$0	

| Home Visitor | | | | | | |

Column A	Column B	Column C	Column D Program Costs	Column E Admin Costs	Column F Total Grant Budget	Column G
Specialist	$0.00	0	$0	[red]	$0	
Speaker	$0.00	0	$0	[red]	$0	
Substitute	[red]	[red]	[red]	[red]	[red]	
Stipend			$0	$0	$0	
Other	$0.00	0	$0	$0	$0	
Contractual Services Sub-Total			**$0**	**$0**	**$0**	

6. Supplies & Materials

Column A Expenditure Category	Column B	Column C	Column D Program Costs	Column E Admin Costs	Column F Total Grant Budget	Column G Budget Narrative
Educational & Instructional Materials			$0	[red]	$0	
Instructional Technology including Software			$0	$0	$0	
Non-Instructional Supplies			[red]	$0	$0	
Other			$0	$0	$0	
Supplies & Materials Sub-Total			**$0**	**$0**	**$0**	

7. Travel

Column A Expenditure Category	Column B Mileage Rate	Column C	Column D Program Costs	Column E Admin Costs	Column F Total Grant Budget	Column G Budget Narrative
Administrators (Supervisory Staff)	$0.00		[red]	$0	$0	
Instructional Staff	$0.00		$0	[red]	$0	
Other	$0.00		$0	$0	$0	

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
Travel Sub-Total				**$0**	**$0**	**$0**	

8. Other Costs

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category			**Program Costs**	**Admin Costs**	**Total Grant Budget**	**Budget Narrative**
Advertising			$0	$0	$0	
Equipment Rental				$0	$0	
Maintenance/Repairs				$0	$0	
Membership/ Subscriptions				$0	$0	
Printing/Reproduction			$0	$0	$0	
Staff Training			$0	$0	$0	
Rental of Space			$0	$0	$0	
Telephone/Utilities				$0	$0	
Direct Service Transportation						
Other			$0	$0	$0	
Other Costs Sub-Total			**$0**	**$0**	**$0**	

9. Capacity Building

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category			**Program Costs**	**Admin Costs**	**Total Grant Budget**	**Budget Narrative**
Professional Development Opportunities			$0	$0	$0	
Application Fees			$0		$0	

Unblock cells for Professional Development Opportunities: Program Costs and Total Grant Budget

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
CEU Courses					$0		
College Courses			$0		$0		
Other			$0	$0	$0		
Capacity Building Sub-Total			**$0**	**$0**	**$0**		

10. Indirect Costs

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category			**Program Costs**	**Admin Costs**	**Total Grant Budget**	**Budget Narrative**	
Indirect Costs	**Approved Rate:** 0.0			$0			
Indirect Costs Sub-Total				**$0**			

11. Equipment

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category			**Program Costs**	**Admin Costs**	**Total Grant Budget**	**Budget Narrative**	
Instructional Equipment						
Non-instructional Equipment						
Other						
Equipment Sub-Total			**$0**	**$0**	**$0**	
Lead Agency Total			**$280,309.00**	**$24,374.00**	**$304,683.00**	

10. Indirect Costs						
Indirect Costs	Approved Rate: 0.00 %			$ 0		
Indirect Costs Sub-Total				$0		
11. Equipment						

Add text to Indirect Cost:

- **Under no circumstances can the use of the indirect cost rate exceed the amount of funds (10% of the total grant) allocated to administrative purposes.**

12. Ancillary Services- <mark>This category needs to be blocked.</mark>

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category			Program Costs	Admin Costs	Total Grant Budget	Budget Narrative

- **PART 4 - LEAD AGENCY BUDGET:**
  - Please reference the fund use section within the Grant Application and **Appendix E: Budget Guidelines** to follow specific guidelines regarding the budget for this grant, including **program** and **admin** costs.
    - o Please note: All budget lines and columns are open to enter information. However, not all budget lines and columns are allowable under this grant.
  - **Note: YOU CAN ONLY ENTER WHOLE NUMBERS INTO THE BUDGET.**
  - Error messages will appear in **RED** at the top of the Lead Agency Budget. Errors are outlines in **RED BOX(ES)** for each item that has an error. A Budget cannot be submitted with any errors.
  - Please ensure that all line items for which you claim funds have a **budget narrative** that describes how they are aligned with the purpose of the funding.
  - For all staff-related line items (#1-4), please include the **Number of Staff** and **Number of FTEs** in the corresponding columns.
    - o Please note that the FTEs should not be larger than the number of staff x 1.00 FTEs.
  - For the Fringe Benefits line item (#4), please provide a narrative that includes the components of the fringe benefits, if applicable:
    - o Federal Tax, State Tax, FICA, Mass Unemployment, Health Insurance, Worker's Compensation, Medicare, SUTA, Other Retirement Systems, Other.
    - o If the amount is coming from another source, please provide the name of the source(s) in Budget Narrative.
  - If the 35% allocation for Fringe has been exceeded, an Alert will appear and a breakdown of fringe will need to be provided in the Budget Narrative.
    - o If fringe is less or equal to 35%, provide breakdown of categories and percentages, if possible.

DISABLE SUBCONTRACTOR BUDGETS so grantee cannot get to subcontractor pages

●

FY 2016 Educator and Provider Support Grant (Fund Code 322)

Subcontractor/Provider Budget (Part 5)

Lead Agency: NORTH SHORE COMMUNITY COLLEGE (Region #3)   **Eligibility Amount:** $826,119.00

Instructions: Please reference the fund use section within the Grant Application and Appendix B: FY 2016 Educator and Provider Support Budget Guidelines for specific guidelines regarding the budget, including program and admin costs. **Note: YOU CAN ONLY ENTER WHOLE NUMBERS INTO THE BUDGET.** Funds cannot be entered into the gray boxes as these costs are considered unallowable for this grant.

Name of Subcontractor/Provider*:	XYZ College
Contact name*:	John Doe
Email*:	xyz@college.com
Phone*:	123-098-0987	(Ex: 617-111-2222)

1. Administrators

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Expenditure Category	#of Staff	FTE	Program Costs	Admin Costs	Total Grant Budget	Budget Narrative: Please give a brief explanation of the associated cost and how it aligns with the specific activities of this Grant. Character limit is 400 including spaces.
Supervisor/Director	0	0.00	$ 0	$ 0	$ 0	
Project Coordinator	1	1.00	$ 100,000	$ 0	$ 100,000	budget narrative
Stipend			$ 0	$ 0	$ 0	
Other	0	0.00	$ 0	$ 0	$ 0	
Administrators Sub-Total	**1**	**1.00**	**$100,000**	**$0**	**$100,000**	

2. Instructional/Professional Staff

- **PART 6 - FY 2019 BUDGET SUMMARY:** The Budget Summary combines all line items requested in the Lead Agency Budget. (This is read-only document).

Instructions: This is a read-only page; costs cannot be entered. In order to make changes to the information on this Budget Summary, changes must be made on the Lead Agency Budget or the Subcontractor Budgets.

Column A	Column B	Column C	Column D	Column E	Column F	
Expenditure Category	#of FTE		Program	Admin	Total Grant Budget	
1. Administrators					$0	Show Detail
2. Instructional/ Professional Staff					$0	Show Detail
3. Support Staff					$0	Show Detail
4. Fringe Benefits					$0	Show Detail
5. Contractual Services					$0	Show Detail
6. Supplies & Materials			$0	$0	$0	Show Detail
7. Travel			$0	$0	$0	Show Detail
8. Other Costs			$0	$0	$0	Show Detail
9. Capacity Building			$0	$105,086	$105,086	Show Detail
10. Indirect Costs	Lead Agency Approved Rate: 0.00%			$0		Show Detail
11. Equipment			$0	$0	$0	Show Detail
GRAND TOTAL			$0.00	$105,086.00	$105,086.00	
ELIGIBILITY AMOUNT					$105,086.00	

ADD the following text to the instructions for FY 2020 and FY 2021 Proposed Budget Summary: "This is a read-only page; costs cannot be entered. Costs provided for FY 2020 and FY 2021 Proposed Budget Summary are based on FY 2019 budget allocations provided and will serve as a placeholder. Selected applicants will be required to submit revised Lead Agency Budget for prior to FY 2020 and FY 2021 service delivery."

ADD

FY 2020 Proposed Budget Summary

AND

FY 2021 Proposed Budget Summary

Print   Go Back to Home

<div style="border: 1px solid red; background: #ffffcc;">

Please correct the following error(s).

- The requested amount is not equal to the total eligibility amount. Please revise your budget accordingly.
- EEC's 10% Admin limit has been exceeded by $37,230. Please revise your budget accordingly.

</div>

> The FY 19 Career Pathways Grant Application will include narrative questions. The questions must be approved by Anita prior to being included in the requirements document.

- **Part 7 - NARRATIVE QUESTIONS:** See updated Narrative Questions.

Instructions:

Please respond to the question below for anticipated services for FY2019. Responses are limited to approximately 10 pages or 50,000 characters.

Describe the regional plan for implementing FY2019 grant services to enhance program quality through intentional professional development opportunities that improve instructional practice, build educator competencies, and support positive outcomes for children.

The implementation plan should speak to individual grant services as well as the intersection amongst services. Include information on the decision-making process, lessons learned, and anticipated challenges or concerns. The implementation plan must specifically address:

a. Implementing a Program-Focused Model, including:
    i. Program application and selection process
    ii. Program distribution, including regional and program type
b. Delivery of coaching and technical assistance, including
    i. Application and selection process
    ii. Initial assessment and goal setting process
    iii. Duration and dosage of coaching services
c. Portfolio of professional development opportunities available and process for course selection,
d. Supporting certificate and degree attainment, and
e. Services available in languages other than English.

MASSACHUSETTS
Department of
Early Education and Care

FY 2017 Educator and Provider Support Grant (Fund Code 322)

Narrative Questions (Part 7)

Lead Agency: Test Grant   **Eligibility Amount:** $487,375.00

Instructions: Please provide clear and concise answers to address the following questions based on prior experience, expertise, and anticipated services for FY2017. Responses are limited to 10,000 characters, approximately 2 pages per question.

Topic and Questions

1. Identify your experience and expertise as it pertains to 1) working with adult learners, 2) working with educators and providers in EEC's mixed delivery system, and 3) providing for-credit professional development opportunities, technical assistance, and coaching and mentoring services.

2. Identify your experience working with EEC, administering grant programs, leveraging resources and partnering with local, regional, and statewide stakeholders.

Change text to "FY 2019 Career Pathways Grant (Fund Code 325)"

- **Part 8 - PROJECTED DELIVERABLES:** <mark>This section is being disabled.</mark>

Disable Projected Deliverables

FY 2017 Educator and Provider Support Grant (Fund Code 322)

Projected Deliverables (Part 8)

Lead Agency: Test Grant   Eligibility Amount: $487,375.00

Instructions: Please respond to all questions as outlined below based on projected services for FY2017 (July 1, 2016 – June 30, 2017). If there is no response for an item listed below please indicate "0" in the "Total Planned for the Year" column.

1. Required Activity: Provide outreach and market professional development opportunities and services to educators and providers in the mixed delivery system. Inform educators and providers of opportunities available through the EPS grant and other means. Publicize and facilitate access to professional development opportunities that extend beyond the grant.

These output outcomes can be measured:	Total Planned for the Year	Describe
1a. Number of educators included on the distribution and contact list for the grant:		
1b. Number of providers (programs) included on the distribution and contact lists for the grant:		
1c. Number of museums and libraries collaborating with:		
1d. Number of EEC grantees and other entities collaborating with:		

2. Required Activity: Empower educators and providers to make informed and appropriate educational choices that advance professional growth and program quality. Ensure that educators and providers participating in coaching and mentoring services through the grant have an Individualized Professional Development Plan (IPDP) or plan for program improvement such as a Continuous Quality Improvement (CQI) plan.

These output outcomes can be measured:	Total Planned for the Year	Describe
2a. Number of educators to complete a new individualized Professional Development Plan (IPDP) through the grant:		

Projected Deliverables will be hidden for the FY 19 Career Pathways Grant Application.

Part 9 - Required Grant Forms

FY 2017 Educator and Provider Support Grant (Fund Code 322)

Required Grant Forms (Part 9)

Lead Agency: Test Grant   Eligibility Amount: $487,375.00

The Information has been SAVED successfully.

[Go back to Home]   [Go to Checklist (Part 10)]

Instructions:
Step 1: Download the following documents as required by the Grant Application by selecting the attached documents, opening and saving them to your computer.

- Partnership Membership Form
- Professional Development Course Catalog

Step 2: Complete the documents.
Step 3: Upload the completed documents.

- Partnership Membership Form
- Professional Development Course Catalog

Step 4: These additional documents need to be uploaded from your computer.

- Lead Agency Indirect Cost Rate Letter
- Subcontractor Indirect Cost Rate Letter

Instructions for Uploading a Document
Step 1: Once you are ready to upload the documents, click the 'Browse' button.
Step 2: Next locate and select the file from your computer.
Step 3: Click the 'Open' button to attach each file.
Step 4: After attaching all files, click the 'Save Information' button located below.

File: Partnership Membership Form

Attached File: FY17 EPS Partnership Membership Form.xlsx   [Remove file]

If you want to change the attached file, remove the file and select a different one.

[_____] [Browse...]

File: Professional Development Course Catalog

Attached File: FY17 EPS Professional Development Course Catalogue.xlsx   [Remove file]

If you want to change the attached file, remove the file and select a different one.

[_____] [Browse...]

[Save and Print]   [Cancel Save]   [Save Information]

Remove "Partnership Membership Form" and "Professional Development Course Catalogue"

Remove Subcontractor indirect cost rate letter

These documents need to be uploaded from your computer.
- Letters of Support
- Key Personnel Statement
- Demographic Information
- Lead Agency Indirect Cost Rate Letter

Instructions for Uploading a Document
Step 1: Once you are ready to upload the documents, click the 'Browse' button.
Step 2: Next locate and select the file from your computer.
Step 3: Click the 'Open' button to attach each file.
Step 4: After attaching all files, click the 'Save Information' button located below.

Note- we put asterisks next to documents that are required and alert messages should read if they are not submitted.

1. Letters of Support (*required for submission)
2. Key Personnel Statement (*required for submission) (need to confirm document title with Ola/Anita)
3. Demographic Information (*required for submission) (need to confirm document title with Ola/Anita)

- **Part 10 - CHECKLIST -**

Change text to "FY 2019 Career Pathways Grant (Fund Code 325)"

Checklist (Part 10)

Lead Agency: Test Grant

Eligibility Amount: $487,375.00

Checklist for Required Grant Application Documents

Instructions: indicate with a check mark all items that have been submitted.

Online Grant Application

Within the Online Application the following forms were completed:

Applicant use only:	EEC use only:	
☑	☐	Contact Information (Part 1)
☑	☐	Communities Served (Part 2)
☑	☐	Languages Served (Part 3)
☑	☐	Lead Agency Budget (Part 4)
☑	☐	Subcontractor/Provider Budget (Part 5)
☑	☐	FY 2017 Budget Summary (Part 6)
☑	☐	Narrative Questions (Part 7)
☑	☐	Projected Deliverables (Part 8)
		Required Grant Forms (Part 9)
☑	☐	o Partnership Membership Form
☑	☐	o Professional Development Course Catalog
		Please Note: The Required Grant Forms must be submitted as hard copies and submitted electronically, as these do not print as part of the PDF document. Grant applications will be considered incomplete if both hard copies and electronic copies are not received.
☑	☐	Checklist (Part 10) (this form)
☑	☐	Cover Page (Part 11)

Please note: EEC MAY DISQUALIFY ANY INCOMPLETE GRANT APPLICATIONS FROM CONSIDERATION/REVIEW.

MA Standard Administrative Forms (Part 12):
Complete and mail one original packet of the following forms with Grant Application response unless applicant already has these forms on file with the Commonwealth of MA.

☑	☐	Check if all forms are on file
☐	☐	Commonwealth Terms & Conditions
☐	☐	W-9 with DUNS #
☐	☐	Contractor Authorized Signatory Listing
☐	☐	Authorization for Electronic Funds Payment (EFT) Form
☐	☐	Federal Funding and Accountability and Transparency Act (FFATA) Reporting Requirements
	☐	Fund Code 322 Online Application Submission Date_____
☐		Mail one (1) original (all signatures in blue ink) and three (3) copies of all grant forms/documents.

To be mailed to:
Department of Early Education and Care
FY 2017 Educator and Provider Support Grant (Fund Code 322)
Test Grant
Attention: Grants Administration
51 Sleeper Street, 4th Floor
Boston, MA 02210

[Save and Print] [Cancel Save] [Save Information]

Block/Gray out Projected deliverable and Subcontractor/Provider Budget (Part 5)

Projected Deliverables (Part 8)

Add

FY2020 Budget Summary

FY 2021 Budget Summary

Required Forms (Part 9)

Letters of Support

Key Personnel

Demographic Information

Lead Agency Indirect Cost Letter

Change text to FY 2019 Career Pathways Grant (Fund Code 325)

- **Part 11 - COVER PAGE:** Change introduction to: *Enter the Federal Tax ID.*

- **Please note:** Once the PDF is printed, the cover page must be signed with an original signature (in blue ink) by an authorized signatory.

Change text to "FY 2019 Career Pathways Grant (Fund Code 325)"

FY 2017 Educator and Provider Support Grant (Fund Code 322)

Cover Page (Part 11)

Lead Agency: Test Grant   Eligibility Amount: $487,375.00

PROCUREMENT INFORMATION

Instructions: Enter the email, phone number for the primary contact of your Agency and the Federal Tax ID. Once the PDF is printed, the cover page must be signed with an original signature (in blue ink) by an authorized signatory.

Vendor Name (Your program or agency name): Test Grant

Program or Agency Legal Address: Test address

City, State, Zip Code: Test, MA 02210

Email Address: cathy.depradine@massmail.state.ma.us

Phone Number: 617-988-2432   (ex: 617-988-6000 or 617-988-6000 x123)

Federal Tax ID: 00-0000000   (ex: 00-0000000)

[Save and Print]   [Cancel Save]   [Save and Go Back Home]

- **PART 12 – ADMINISTRATIVE FORMS:** Please complete all of the required administrative forms and mail each of the forms with the rest of your Grant Application.

Please click the Submit button when you have completed your Online Application and are ready to submit your application to EEC for grant review. In order to save your information, you must press Submit.

MA Standard Administrative Forms (Part 12)

Applicants must complete and mail <u>one original packet</u> of the following forms with their Grant Application response.

Click the Print Summary button to Review your Grant Application as a PDF. This PDF must be submitted as a hard copy as part of the grant application.

Please click the **Submit** button when you have completed your Online Application and are ready to **submit** your application to EEC for grant review. In order to save your Information, you must press Submit.

[Submit]

MA Standard Administrative Forms (Part 12)

Applicants must also complete and mail **one original packet** of the following forms with their Grant Application response (unless applicant already has these forms on file with the Commonwealth of MA).

Please note is it the responsibility of the applicant to ensure that EEC has the most current Administrative forms on record. Please submit any of the following forms below if changes have been made.

- A signed Commonwealth Terms & Conditions form
- W-9 with DUNS #
- Contractor Authorized Signatory Listing
- Authorization for Electronic Funds Payment (EFT) Form
- Federal Funding and Accountability and Transparency Act Reporting Requirement (FFATA)

Click the **Print Summary** button to Review your Grant Application as a PDF. This PDF must be submitted as a hard copy as part of the Grant Application.

[Print Summary]

MASSACHUSETTS Department of Early Education and Care

- **Obtain the appropriate signatures on the cover page (all signatures in blue ink) and additional attachments, if necessary.**
- **Mail the printed PDF summary and one (1) original and three (3) copies to EEC along with any necessary administrative forms. EEC's mailing address is displayed at the bottom of the cover page.**

FY 2017 Educator and Provider Support Grant (Fund Code 322)

Lead Agency: Test Grant   Eligibility Amount: $487,375.00

The Department of Early Education and Care (EEC) would like to thank you for completing the online portion of the FY 2017 Educator and Provider Support Grant.

To confirm the completion of the online portion of this Grant Application, an email should be sent to EEC via the following e-mail address: EECSubmission@massmail.state.ma.us.

Click the **Print Summary** button to Review your Online Application as a PDF. This PDF must be submitted as a hard copy with your Grant Application.

[Print Summary]

Mail one (1) original (all signatures in blue ink) and three (3) copies of the documents as instructed on the Checklist for Required Grant Application Documents to:

Department of Early Education and Care
FY 2017 Educator and Provider Support Grant (Fund Code 322)
Test Grant
Attention: Grants Administration
51 Sleeper Street, 4th Floor
Boston, MA 02210

Change text to "FY 2019 Career Pathways Grant (Fund Code 325)"