

## **TIMELINE FOR WORKPLACE EDUCATION ACTIVITIES IN PHASE I**

### **January 12, 2006 (3:00 p.m.) Proposal Due Date**

- Applicants submit proposals, including a complete Standard Application for Grants budget package and Memorandum of Agreement, to the Massachusetts Department of Education, Adult and Community Learning Services. See **Required Forms** for the Standard Application for Grants.

### **January 13 - 19, 2006 - Proposal Review**

- The Proposal Reader Team reviews and recommends proposals for Workplace Education Planning Grants to the Massachusetts Board of Education.

### **February 28, 2006 - Board of Education Approval**

- The Massachusetts Board of Education votes on recommended applications for Workplace Education Planning Grants.
- ACLS notifies approved applicants of grant awards.
- ACLS staff begin finalizing budgets for the WNA. Upon approval, grantees may begin charging expenditures for the WNA to the grant.

### **April /May 2006 - Required SMARTT Training**

- ACLS sets up workplace education sites in the web-based SMARTT system for new grantees. Grantees are notified of the dates for SMARTT program design training.
- Approved applicants must attend Department-required SMARTT program design training (tba).

### **May 29, 2006 - WNA Report, Budget and SMARTT Program Design Submission Due Date**

- Submit five (5) copies of the WNA report and budget to:

**Julia Zoino-Jeannetti  
Adult and Community Learning Services  
Massachusetts Department of Education  
350 Main Street, 4th Floor  
Malden, MA 02148-5023.**

**Note: Reports sent electronically or by fax will not be accepted.**

- Applicants submit a program design through the SMARTT system.

### **May 29-June 15, 2006 - Review of WNA Reports and Notification of Approved Partnerships**

- The Proposal Reader Team reviews the WNA reports, including the Memoranda of Agreement and the SMARTT program design for classroom instruction.
- The Reader Team notifies approved applicants of grant awards for Phase 2 implementation, and final program design and budget negotiations are conducted.
- SMARTT Program Plan and corresponding budget are completed for FY 2007.
- Full program implementation begins on July 1, 2006 in accordance with the approved program design in SMARTT and the budget.