*****Massachusetts Department of***

***Elementary and Secondary Education***

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**Adult and Community Learning Services**

February 2018

Dear Applicant:

I am pleased to issue the Department’s FY19 Workplace Education Request for Proposals (RFP) for planning grants. This RFP addresses the ongoing demand from businesses, union organizations, and workers for on-site contextualized educational services that employees need to retain present jobs, advance in their careers, and increase productivity.

At the conclusion of a successful planning grant (Phase 1), the implementation phase requires the delivery of Workplace Education instructional services consistent with ACLS approved plans derived from the earlier planning process.

##### A total of $50,000 is available for planning grants and up to $350,000 for implementation of these multi-year grant awards. The RFP and its companion document, the ***Massachusetts*** ***Guidelines for Effective Workplace Education Partnerships*** include detailed policies and guidance that reflect lessons learned over the decades that the Department has sponsored this very successful Workplace Education grant program.

##### Workplace Education partnerships contribute to lifelong learning opportunities in the Commonwealth and to the development of a competitive workforce.

##### If you have any questions about this program, please submit those in writing to [WPEdRFP@doe.mass.edu](mailto:WPEdRFP@doe.mass.edu)

##### Sincerely,

Jolanta Conway

Massachusetts ABE State Director