**Phase 1: Sample Memorandum of Agreement (MOA) to Conduct a Workplace Needs Analysis**

**Note:** Applicants must adapt the sample MOA for the specific partnership needs. Submit the MOA on business letterhead. One MOA must be signed and dated by all partners.

An introductory paragraph identifies all parties involved, and briefly articulates purpose of the MOA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to the following:

Name of business representative and title

* Provide \_\_\_\_\_\_ number of hours of designated employees’ time to participate on a Workplace Needs Analysis (WNA) team to meet regularly to plan, implement, and evaluate the WNA. WNA team members will assist with the determination of the readiness of the partnership to support an education program. (Include the time commitment for designated employees, e.g., front-line workers, lead supervisor(s), and management representative(s). The labor union must be included if the workforce is unionized.

Example: One member of senior management for six two-hour meetings, and/or to participate in surveys and or to assist in the analysis of the survey results.

**Example**: Fifteen-forty workers for participation in some or all of the following WNA activities: one-on-one interviews; focus group participation; literacy or language assessments, questionnaire completion, etc. **Note**: Partnerships are strongly encouraged to provide 100% release time or paid equivalent stipends for front line worker participation in WNA activities, e.g. focus groups, one on one interviews, and general skill assessment activities.

* Provide access to the facility for the WNA team to promote the WNA in a widely used area of the business, e.g., the company cafeteria, conference meeting area, etc. Provide access to rooms to conduct WNA activities, including interviews, focus groups, survey completion, etc
* Other agreements as needed for partnership

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to the following:

Name of education provider

* Designates a lead person to orient and lead a WNA team through all WNA activities
* Design a program and prepare the required web based program plan; and,
* Review and analyze all WNA data, prepare the final WNA report and submit to ACLS
* Prepare and submit the Standard Application for Grants package, with detailed budget and match narrative
* Other agreements as needed for partnership

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to the following:

Name of Labor Union representative and title

* Promotes the WNA process to workers
* Assists in the recruitment of students
* Participates in the WNA process
* Other agreements as needed for partnership

Signature of the Education Provider Date

Signature of the CEO/COO of the Business Date

Signature of the President of the Labor Union Date