*****Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley  *Commissioner* |  |

**Adult and Community Learning Services**

January 2023

Dear Applicant:

I am pleased to issue the Department’s FY 2024 Workplace Education Request for Proposals (RFP) for both planning and implementation 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 phase, 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 $100,000 is available for up to 15 planning grants and up to $500,000 for implementation of these four-year grant awards. The RFP and its companion document, the [*Massachusetts* *Guidelines for Effective Workplace Education Partnerships*](http://www.doe.mass.edu/acls/workplace/) 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 RFP, please submit those in writing to [wayne.yee@mass.gov](mailto:wayne.yee@mass.gov).

Sincerely,

Wyvonne Stevens-Carter

State Adult Education Director