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| --- | --- |
| **Name of Grant Program:** Connecting Activities | **Fund Code:** 428 |

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| --- |
| PART III – REQUIRED PROGRAM INFORMATION |

**Applicant Information:**

|  |  |
| --- | --- |
| Workforce Development Board: |  |
| Lead Contact Name and Title: |  |
| Phone: |  |
| E-mail: |  |
| Person Responsible for Reporting Data: |  |
| Phone: |  |
| Email: |  |
| Amount of Funding awarded in FY19 |  |
|  |  |
|  |  |
| Total Award Requested in FY20 (should be the same dollar amount as was received in FY19): |  |

**INTRODUCTION**

The Connecting Activities (CA) initiative provides the Commonwealth with a statewide infrastructure to support career readiness activities for students, linking the state’s education and workforce systems. The CA funding has enabled the state’s sixteen MassHire Workforce Boards (MWBs) to serve as the intermediaries that broker connections among public school districts, employers and community-based organizations, building regional systems that sponsor and support career readiness experiences for many students, especially high quality paid “work-based learning” (WBL) experiences.

In FY19, the Massachusetts Department of Elementary and Secondary Education (DESE) awarded all 16 regions with CA funding, and indicated in its Request for Proposals that the grants would be renewable for up to three years.

DESE now seeks to renew each region’s grant award and intends to offer level funding (and a proportional increase in the event the CA line item is greater than FY19), using last year’s annual award as the basis for this year’s award. Pursuant to the FY19 Request for Proposal, which provided for award renewal over three years, MWBs may receive an award in an amount equal to what they received in FY19 for FY20, as long as they produce the documentation indicated here:

* + 1. The standard Connecting Activities Wage Report for FY19, generated from the Massachusetts Career Ready database, to demonstrate the successful securing and documenting of **employer-paid wages** for students in placements brokered by CA in an amount that is equal to, or exceeds, twice the amount of the grant award received in FY19.
    2. The third quarter Connecting Activities report (or a year-to-date report), generated from the Massachusetts Career Ready Database.
    3. Annual Placement Goals Summary Report, see below and included in the RFP Charts package, that shows: 1) the goals set by the region relating to placements for FY19; 2) the actual results in FY19 (which may be estimated if a region expects additional numbers in the weeks left in the year after submission), plus an explanation if any goal fell short; and 3) new goals for FY20, which should be ambitious but attainable and should exceed the actual number attained in FY19.

**FY20 Connecting Activities**

**Annual Placement Goals Summary Report – Projected, Actual, and Next Year**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **1. FY19**  **Proposal**  **(Projected)** | | **2. Total**  **FY19**  **(Actual)** | | **3.Total**  **FY20**  **(Goal)** | |
|  | Total number of students in jobs/internships | |  | |  | |  | |
|  | Students in jobs/internships with a Work-Based Learning Plan (WBLP) | |  | |  | |  | |
|  | Students in jobs/internships with a Classroom or Workshop Component | |  | |  | |  | |
|  | Students in STEM-focused placements | |  | |  | |  | |
|  | Student internships for an Innovation Pathway, Early College Program or other new CVTE/HQCCP program | |  | |  | |  | |
|  | Employer-Paid Placements | |  | |  | |  | |
|  | Summer Placements/ School Year and Year-Round Placements | |  |  |  |  |  |  |
|  | Total number of EMPLOYERS providing jobs/internships | |  | |  | |  | |
|  | Total number of Partner SCHOOLS | |  | |  | |  | |
|  | | Offer an explanation here for any goal not met in FY19: | | | | | | |

* + 1. The FY20 DETAILED PLACEMENT CHART, in the form used for many years that offers a breakdown by program of all work-based learning activities supported by the region.
    2. The FY20 CAREER DEVELOPMENT ACTIVITIES CHART, also a form used for many years, that offers a list of career awareness, exploration and immersion activities that the region plans to support in FY20.
    3. A signed School/District Partnership Agreement for each Partner District, using the template provided.
    4. A Staffing plan for the region and its partner high schools. This should identify Connecting Activities staff supported by the CA initiative or providing in-kind support to the initiative, including at least one contact person at each partner high school. For each position, indicate the level of CA funding (fully-CA funded, partially CA funded, a stipend or non-CA funded).
    5. An Assurances checklist, providing assurance that the region understands and follows basic policies and priorities of the CA initiative.

These forms should be combined in one PDF document and submitted together, with the exception of the Qualifying Wages Report and Quarterly Work and Learning Report, which can be submitted as separate documents.

**Attachment A: FY20 Connecting Activities RFP Charts** provides templates for each form.

**Additional Instructions:**

* The “RFP Charts” section of the Reports/Admin menu in the Massachusetts Career Ready Database provides links for viewing, copying and printing these charts with pre-printed data where available.
* The document “how to merge files into a PDF” is posted in the “RFP Charts” section of the Reports/Admin menu in the Massachusetts Career Ready Database.