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| **Name of Grant Program:** Workplace Education Planning Grant  | **Fund Code:** 494/538  |

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| **Summary of Activities for Phases 1 and 2** |
| **Phase 1** Conduct and Document the WNA | **Phase 2** Deliver Classroom Instruction with Planning and Evaluation Team oversight |
| **Phase 1 Amount of funding \***Approximately $50,000 is available for planning grants:* A maximum of 10 grants of up to $5,000 each may be awarded
 | **Phase 2 Amount of funding** **\***Approximately $350,000 is available for implementation grants: * A maximum of 10 grants between $30,000 and $50,000 may be awarded
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| **\*** Approximately $50,000 is available for up to 10 planning grants. Each grantee must conduct a WNA as part or all of the planning process. * **Phase 1:** Applicants may request up to $5,000 to conduct a WNA to determine the readiness of the partnership to support a multi-year instructional program for incumbent workers. The planning process must include a WNA as outlined in fund use. A final report is required.
* **Phase 2**: Only those partnerships having been approved for Phase 1 and completed a successful planning process are eligible for three-year implementation grants. Approximately up to $350,000 is set aside for implementation grants.

Funding is contingent upon availability. All dollar amounts listed are estimated/approximate and are subject to change. If more funding is to become available, it will be distributed under the same guideline as listed in the initial RFP document. |
| **Phase 1 Priorities for Funding**Provide evidence of:* an employer and education provider partnership
* a plan and timeline to conduct a Workplace Needs Analysis (WNA)
* a lead person to orient the direct work of the WNA
* a variety of perspectives through participation in the WNA
* Integration of ABE/ESOL with industry skills training/work readiness to develop increased economic self-sufficiency and a more productive workforce
* outreach to the local Workforce Area in which the business partner is located and demonstrate alignment with the local WIOA plans
* past effectiveness in improving the English communication skills, literacy and or numeracy of eligible individuals by means of contextualizing curriculum and instruction
* assurance that participants progress through the National Reporting System Educational Functioning Levels by offering scheduled educational activities of sufficient intensity and quality, which (a) align with the College and Career Readiness Standards for Adult Education, (b) are based on rigorous research, (c) include the essential components of reading, (d) may include math instruction for English language learners, and, where possible, effectively use technology so that participants develop their digital literacy skills
* activities supported by a solid organizational capacity (including providing equitable working conditions), highly qualified educational leaders and well-trained instructors who have access to high quality professional development
* an ability to accelerate the attainment of student outcomes, especially educational functioning level completion in the target skill area, and/or high school equivalency credential attainment
* willingness to engage in continuous improvement planning to enhance the quality of the services provided and determine that student and program outcomes have been met
* outreach to the local MassHire Workforce Board in the local workforce area where the business is located
 | **Phase 2 Priorities for Funding**Provide evidence of**:** * need for ABE and/or ESOL services;
* commitment from each stakeholder to the partnership;
* readiness of the partnership to develop, implement and evaluate a multi-year workplace education program through oversight and guidance from a Planning and Evaluation Team (PET);
* strategies for student class participation and retention, e.g., release time, paid stipends or additional measures to support student participation for attendance and retention; and,
* evidence of alignment with the with the local plan in the local workforce area in which the business partner is located (where the instruction is to take place.)
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| **Phase 1 Scope of Work**Conduct a WNA that includes: * Evaluation of the partnership readiness to support a multi-year contextualized education program, including some preliminary plan to select Phase 2 Planning and Evaluation team members;
* Explore the need for the education program:
* Identify a pool of potential students who lack basic foundation skills of high school graduate and/or are limited English proficient; and
* An evaluation of effectiveness of the WNA process.
 | **Phase 2 Scope of Work*** Deliver classroom-based instruction in keeping with the ACLS-approved program plan;
* Develop and document contextualized curriculum;
* Convene and maintain an ongoing and active Planning and Evaluation Team (PET) that represents each interest group, e.g., management, supervisors, education staff and union (where the workforce is unionized);
* Implement NRS-required assessments; develop and implement formative assessments;
* Maintain excellent class attendance retention; and
* Collect and input student data monthly into the statewide data management system.
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| **Phase 1 Timeline** | **Phase 2 Timeline** |
| * Proposal to conduct Phase 1 WNA planning process due **June 21, 2019.**
* Successful applicants notified of Phase 1 award by **July 31, 2019.**
* Successful applicant partnerships design and deliver a Phase 1 WNA planning process upon approval **and completed by November 1, 2019.**
 | * Education provider submits WNA report and all required deliverables for Phase 2 on **November 1, 2019.**
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| **Deliverables due: June 21, 2019** * Submit Standard Application for Grants
* PART III Narrative response to questions
* budget
* budget narrative
* Phase 1 Memorandum of Agreement

(No match required for Phase 1) | **Deliverables due: November 1, 2019*** Submit Standard Application for Grants
* PART III Narrative response
* Final WNA report including proposed class plan
* budget
* budget narrative
* match narrative
* Phase 2 Memorandum of Agreement
* Statement of Assurances
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