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| **PART III REQUIRED PROGRAM INFORMATION**  |

**Workplace Education Planning Grant (Phase 1) Program**

Applicants must respond to the items in Sections I – IV for a possible total of 100 points. Responses must not exceed six (6) pages, single-spaced with 10 Arial Font. The Program Unit Signature Page, Budget Narrative, and Memorandum of Agreement to conduct a Workforce Needs Analysis are not included in the six pages. Additional attachments will not be reviewed.

**SECTION I Organizational Capacity and Partnership Commitment in Phase 1 (10 points)**

1. Provide a brief description of each partner, including the size and type of the business. Where the workforce is unionized, describe the labor union. Describe the education provider’s expertise in providing contextualized basic skills instruction, particularly in collaboration with a business partner**. (5 points)**
2. Identify and describe the CEO/President-level support from the business and the labor union (if applicable) for Phase 1 activities. Adapt the Phase 1 sample Memorandum of Agreement to partnership needs and submit with proposal. **(5 points)**

**SECTION II PAST PERFORMANCE (10 points**)

Complete and submit the program’s auditable data in Table 1 below. Note that to be eligible, an education provider must have prior experience in serving a minimum of 15 students using contextualized curriculum for an industry sector to apply.

Data provided must be verifiable by ACLS. The completed table will be used for two purposes:

1. to determine eligibility for which past performance is a requirement to be a workplace education provider (0 points), and
2. to assess the experience of a workplace education applicant with regard to delivery of high-quality contextualized curricula for an industry sector.
	1. Using your data, describe your success in serving students using contextualized curricula for an industry sector. Provide the context for the ABE/ASE and or ESOL population you are proposing to serve. **(10 points)**

**Table 1 Past Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service type** | **A** | **B** | **C** | **D** | **F** |
| Basic Skills Pre-ASEASEESOL | Fiscal Year | Number Served with contextualized curriculum instruction for an industry sector | Avg. Hours of participation (per student) | Number EFL (or level) Completions | High School Credential Completion (if applicable) |
|  |  |  |  |  |  |
|  |   |  |  |  |  |
| **TOTAL BOTH YEARS** |  |  |  |  |

**SECTION III Plan for the Workplace Needs (70 points)**

1. Identify the designated person to organize and orient the WNA team to its tasks. Summarize the expertise of the lead person responsible for the organization, facilitation, and leadership of this team. **(10 points )**
2. Describe the roles and involvement of each WNA team member with an estimate of the time commitment of each WNA member in the process. Describe any input from the local MassHire Workforce Board during the planning phase. **(10 points )**
3. Describe the representative sampling of the workforce to be included in the WNA to determine the readiness of the business and the union (where the workforce is unionized) to implement the educational program. Describe how the range of perspectives that includes supervisors, managers, front line workers, and others will create support for a strong foundation for the potential workplace education program. **(10 points )**
4. Cite the specific methodology/ies to be used during the WNA, and provide the rationale for their selection. Describe how these methodologies will effectively meet the specific needs of your partnership. **(10 points)**
5. Describe the likely basic skill needs of the incumbent workforce and how these needs were determined. **(10 points)**
6. Provide a weekly/bi weekly projected timeline that describes the sequence of WNA activities**. (10 points)**
7. Describe your plan to evaluate the effectiveness of your WNA process**. (10 points)**

**SECTION IV Budget and Budget Narrative (10 points)**

Applicants must submit a budget narrative that provides details of the proposed expenditures, including hourly rates and weekly personnel time commitments for proposed activities for the requested grant. Budgets will be evaluated as to their cost effectiveness.

**Note:**

* Grant funds may not be used to pay any employee of the business partner.
* Grant funds may not be used for education provider program staff to travel between worksite and home.
* There is no match required for Phase 1.