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| **Name of Grant Program:** FY2024-FY2028 Multi-Year Open and Competitive Requests for Proposals (RFPs) for Adult Education and Family Literacy Services | **Fund Code:** 340, 345, 359 |

**Outstationing Services Available to CALC Applicants (30 pts)**

Outstationing narrative response is scored separately. DESE plans to fund one outstationing service per local workforce are. Outstationing narrative responses may not exceed 3 pages. Applicants are required to provide page numbers on every page of the narrative response. All narrative responses must be in a font no smaller than Arial 10 font, with 1” margins on all sides.

**OVERVIEW**

The Workforce Innovation and Opportunity Act (WIOA) requires core partners to collaborate and coordinate in the delivery of high-quality services to shared customers.  In order to facilitate a two-way customer referral system between adult education (AE) programs and MassHire Career Centers (MHCCs), ACLS will provide funds for outstationing services.

Outstationing is the practice of assigning an AE staff person (usually the career advisor) to an MHCC for a set number of hours each week. The AE staff person, or outstationed coordinator, acts as a liaison between AE programs in the local workforce area and the MHCC. The primary role of the outstationed coordinator is to help current and potential AE students access services by assisting MHCC staff with intake, assessments, and referrals to local AE programs. They may also plan and supervise AE class trips to MHCCs and make presentations about MHCC services to students in AE classes. It is expected that the outstationed staff person develop an in-depth knowledge of their local AE system, local OSCC services, and other WIOA core partner services.  For more information, please review [ACLS’s Outstationing Policy](https://www.doe.mass.edu/acls/outstationing/).

**FUNDING ALLOCATIONS FOR OUTSTATIONING**

ACLS will fund one agency per workforce area for outstationing services. Funding allocations by local workforce area are below. Programs can propose total hours between 40 and 52 weeks of service. The amounts for Boston are based on estimated 35 hours per week at a rate of $27 an hour plus 30% fringe and include $250 per month for supplies, travel, supervision, and professional development. The amounts for the other 15 local workforce areas are based on 7 hours per week at a rate of $27 an hour plus 30% fringe and include $250 per month for supplies, travel, supervision, and professional development.

| **Local**  **Workforce Area** | **Approximate Allocation** | **Estimated**  **Total Hours** |
| --- | --- | --- |
| Berkshire | $18,000 | 364 |
| Boston | $62,300 | 1,820 |
| Bristol | $18,000 | 364 |
| Brockton | $18,000 | 364 |
| Cape Cod and Islands | $18,000 | 364 |
| Central Massachusetts | $18,000 | 364 |
| Franklin/Hampshire | $18,000 | 364 |
| Greater Lowell | $18,000 | 364 |
| Greater New Bedford | $18,000 | 364 |
| Hampden County | $18,000 | 364 |
| Lower Merrimack Valley | $18,000 | 364 |
| Metro North | $18,000 | 364 |
| Metro South/West | $18,000 | 364 |
| North Central | $18,000 | 364 |
| North Shore | $18,000 | 364 |
| Metro SouthWest | $18,000 | 364 |
| **Total** | **$332,300** |  |

**Outstationing**

The three narrative sections that follow have a total value of **25 points**. Each section will be scored using the scoring rubric found under Resources and Information. The Part VII outstationing budget is worth **5 points**.

***NOTE:*** *The MassHire local workforce development boards will review the entire Outstationing response for alignment with local plan*.

**IMPORTANT!** **For each narrative section, the score will be based ONLY on the response provided for that section. Relevant information provided in other sections will NOT be considered unless reference in that section.**

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| **Outstationing**  **Scoring Summary (TOTAL 30 pts)** |
| **Question1 (**10 pts)  **Question 2** (5 pts)  **Question 3** (10 pts) |
| **Part VII Outstationing Budget** (5 pts) |

* 1. Describe how the outstationing services will be carried out through collaboration and coordination with your local MassHire Career Center (MHCC) and all adult education providers in your local area. *(10pts)*
* Describe how the program will ensure that the outstationing coordinator works with all adult education programs in the local workforce area.
* Address the process that will be used for two-way referrals that supports adult education student access to MHCC and MHCC eligible clients access to adult education programs.
* Describe intake and assessment procedures for eligible shared customers.
* Describe systems used for tracking referrals, enrollments, and monitoring wait lists.
  1. Describe how the outstationing coordinator will promote adult education to MHCC and other WIOA partners as well as how the outstationing coordinator will promote and disseminate MHCC services to adult education programs in the local workforce area. (5pts)
  2. Describe how outstationing services will be supported and evaluated over the course of the program year.  *(10 pts)*
* Address how outstationing staff will become knowledgeable about MHCC and other WIOA partner resources.
* Address supervision, evaluation, and supports available to the outstationing coordinator.