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| **Name of Grant Program:**  FY2023-FY2026 Workplace Education | **Fund Code:**     494 |

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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 with one-inch margins on all sides.  The Program Unit Signature Page, Budget Narrative, and Memorandum of Agreement to conduct a Workforce Needs Analysis are not included in the six pages. Applicants are required to provide page numbers on every page of the narrative response. Additional attachments will not be reviewed.

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| **Scoring Summary** | |
| Organizational Capacity and Partner Commitment (10 points) | Past Performance (10 points) |
| Plan for the Workplace Needs Assessment (70 points) | Budget and Budget Narrative (10 points) |
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**SECTION I: Organizational Capacity and Partnership Commitment in Phase 1 (10 points)**

* 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)**
* 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 the needs of the partnership and submit with the 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 in order to apply.

The 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, and 2) to assess the experience of a workplace education applicant with regard to delivery of high-quality contextualized curricula for an industry sector.

Using the data, describe the applicant’s success in serving students using contextualized curricula for an industry sector. Provide the context for the ABE/ASE and or ESOL population that the applicant proposes to serve.

**Table 1 Past Performance**

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

**SECTION III: Plan for Workplace Needs Assessment (WNA) (70 points)**

* Identify the person designated to lead the WNA team and describe this person’s qualifications for the role **(10 points)**
* Describe the roles of each WNA team member, including the estimated time commitment for each individual. Also, describe the type of input received from the local MassHire Workforce Board during the planning phase. **(10 points)**
* Describe the representative sampling of the workforce to be included in the WNA to determine the readiness of both the employer and the union (where the workforce is unionized) to implement the educational program. Describe how the potential workplace education program will benefit from the WNA team’s wide range of perspectives. **(10 points)**
* Cite the specific methods to be used for data collection during the WNA and provide the rationale for its selection. Describe how these methods will effectively meet the specific needs of your partnership. **(10 points)**
* Describe the basic skill needs of incumbent workers and how these needs were determined. **(10 points)**
* Provide a projected timeline that describes the sequence of WNA activities on a week-by-week basis**. (10 points)**
* Describe the plan to evaluate the effectiveness of the 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.

**Please Note:**

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