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|  **Name of Grant Program:**  FY2024-FY2028 Workplace Education       |  **Fund Code:**      495     |

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| **PART III REQUIRED PROGRAM INFORMATION**  |

**Workplace Education Implementation Grant (Phase 2) Program**

Applicants must respond to items one through ten for a possible maximum total of 100 points. The responses to the questions must provide information on Workplace Needs Analysis (WNA) activities and findings, and the plan for Phase 2 implementation. The Program Unit Signature Page, Budget documents, Memorandum of Agreement for Phase 2 Implementation, FY 2024-2028 Workplace Education Statement of Assurances, General Education Protection Act (GEPA) form, and Administrative Cost Justification Form (if needed) are not included in the six pages. Responses must not exceed six (6) pages, single-spaced with 10 Arial font with one-inch margins on all sides. Applicants are required to provide page numbers on every page of the narrative response.  Additional attachments will not be reviewed.

* Briefly describe the representative sampling of the workforce involved in the WNA. Describe the students’ various departments or work areas within the business. Identify any incentives, such as stipends or release time, that will be provided to potential workers/students for their WNA participation**. (5 points)**
* Describe ways the partnership is equipped to provide an effective foundation to deliver a multi-year educational program. **(10 points)**
* Provide a brief overview of the literacy and/or language related current job responsibilities of potential students. Include any potential assets and any barriers to the program identified through the WNA. If barriers to partnership success were uncovered, state how these will be addressed or overcome**. (10 points)**
* Describe how the WNA team determined the type and number of classes proposed. Provide a brief description of the suitability and accessibility of classroom space. If more than one class is being proposed, describe the pool of workers available to attend classes for the required number of hours per week and weeks per year. Describe how Phase 2 classes are scheduled and coordinated with the work shifts of potential students. Complete the class grid below. **(15 points)**

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| Workplace Education SAMPLE Class Schedule |
| **#** | **Class** **Type** **(ABE or ESOL) and Mode (In-person, Hybrid or Remote)** | **# Days per Week** | **# Hours****Per Class** | **# Weeks per Year** | **Total Class Hours and Time of Day** | **# Projected Enrollments (minimum of 10)** | **Total Class Cost** |
| **1** |  |  |  |  |  |  |  |
|  | Use the SAMPLE row above to create and complete your class plan(s). |

**Note:** Do not propose more classes than can maintain full enrollment at all times. If the partnership is approved for Phase 2, a class plan will be entered into the statewide data management system. Workplace education classes must be offered for at least four hours per week and, at a minimum, for 32 weeks during a fiscal year. Up to two of these hours per week can be done asynchronously via the use of remote learning tools, such as NewsELA and Burlington English.

* Describe the percentage of release time. Provide a description of strategies to ensure students’ class attendance and retention for a multi-year program and provide a rationale for how these strategies will support student persistence. Also, provide a description of strategies to recruit new students and retain returning students for each year of the grant. **(10 points)**
* Describe expected outcomes of the education program. If the education program assists employees in moving up a career ladder, acquiring any job-related certifications, passing any job-related exams, acquiring any licensing requirements, and/or meeting any qualifications for job upgrades, please explain. **(10 points)**
* Describe the academic skills to be developed by means of classroom instruction. Describe how contextualized curriculum will be developed and provide brief examples of materials that will be used to contextualize the curriculum. **(10 points)**
* Describe representation from all stakeholders in the Planning and Evaluation Team (PET) and the strengths each member brings to the role of team governance needed for this unique partnership. Describe the frequency of face-to-face PET meetings. **(10 points)**
* Identify the workplace education coordinator and describe this person’s relevant expertise in leadership, organization, and facilitation. Also, describe support that the workplace education coordinator receives from his/her supervisor. **(10 points)**
* Budget Narrative: 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 assessed as to their cost-effectiveness. **(10 points)**

**Note:**

* Administrative costs must not exceed 25%.
* No grant funds may be used to pay any employee of the business partner.
* There is a 50% employer match required for Phase 2. If the workforce is unionized, the union may contribute to the match.

**Examples of eligible expenditures for matching contributions for workplace education grants:**

* Release time for employees to attend class
* Time business partner representatives participate in PET (hourly rate X # hours)
* Time business labor union representatives participate in PET (hourly rate X # hours)
* Educational and office supplies
* Purchase of or use of existing equipment (e.g., computers, white boards)
* Advertising for recruitment purposes
* Meeting space for the PET with formula used to pro-rate cost including square footage, cost per square foot, pro-rated amount for time used by education program
* Classroom space for instruction with formula used to pro-rate cost including square footage, cost per square foot, pro-rated amount for time used by education program

### Use these Salaries and Benefits as a guide

ACLS requires that programs compensate staff according to the following minimum salaries.

Administrator

* With fringe: $30.00
* Without fringe: $39.00

Professional

* With fringe: $22.00
* Without fringe: $28.00

Support Staff

* With fringe: $17.00
* Without fringe: $21.00

ACLS requires that programs compensate staff for all job responsibilities including paid prep time for teachers.

**Examples of expenditures for workplace education partnerships include the following:**

* Instruction
* Teacher prep time and PET participation hours
* Office supplies
* Student instructional supplies
* Workplace education coordinator hours
* Follow-up for students after exit
* Administering NRS-required assessments and formative assessments
* Professional development hours for the workplace education coordinator and teachers
* Administration
* Support staff