

PART III – REQUIRED PROGRAM INFORMATION

Applicants must respond to the items in Sections I - IV for a possible total of 100 points.

Responses must not exceed five (5) pages, single-spaced with 10-point Arial font. The five-page limit does not include the budget pages. Other attachments will not be reviewed.

SECTION I - Organizational Capacity (25 points)

- A. Provide brief descriptions of each partner, including:
1. the product or service of the employer/organization;
 2. the size of the employer/organization, e.g., number of employees, number of shifts, number of sites, etc.;
 3. where the workforce is unionized, describe the union;
 4. the expertise of the education provider in developing contextualized curriculum and/or facilitating business/labor education partnerships; and
 5. the organizational goals to be addressed by means of a basic skills upgrade program, including any anticipated return on investment outcomes.

SECTION II - Partnership Commitment (20 points)

- A. Provide brief descriptions of the partners' commitment to the planning process, including:
1. the commitment from key levels of management, e.g., CEO/president-level support for the Workplace Needs Analysis planning process;
 2. any release time or other dedicated time for a sampling of workers, supervisors, managers, and other key employees to participate in the Workplace Needs Analysis data collection activities; and
 3. the commitment of union leadership where applicable.

SECTION III - Plan for the Inclusive Workplace Needs Analysis (50 points)

- A. Provide an overview of the planning process, including:
1. the responsibilities of a lead person (education provider) who will organize a Workplace Needs Analysis team;
 2. how a representative sampling of the workforce, including front line workers, will contribute to the WNA process;
 3. any methodologies to be used to collect and analyze data on the education needs of the workforce and on organizational readiness for change; and
 4. the likely basic skills needs of the workforce with a brief description of how these needs will be further determined during the Workplace Needs Analysis process.

SECTION IV - Budget and Budget Narrative (5 points)

Applicants must submit a budget for the costs of the Workplace Needs Analysis and a budget narrative that provides details of the proposed expenditures, including hourly rates, weekly personnel time commitments, etc. The narrative must follow the 10 line item sequence of the Department Budget Detail pages.