

**ATTACHMENT: PROGRAM NARRATIVE AND SCOPE OF WORK**

**ET26 STRAND A**

In addition to fully filling form questions on the portal, to complete the application, please respond to the questions below and upload the final version to the portal where prompted to complete the submission. Applications without this form will be considered incomplete and not considered during scoring.

*If the fillable Word version of this attachment, "Attachment: Program Narrative and Scope of Work," creates an undue hardship, please contact [WFDTraining@masscec.com](mailto:WFDTraining@masscec.com) to request a plain text Word version of the form.*

**ADDITIONAL APPLICANT INFORMATION**

<b>Applicant and Partner Experience</b>	
<p><i>In 250 words or less, describe prior experience and track record in administering workforce development programs, supporting individuals from underrepresented populations seeking career training. Include outcomes such as completion rate and scale/size of support, if available. (Optional) Describe any specialized experience or knowledge in climate critical business sectors.</i></p> <p>Click or tap here to enter text.</p>	
<p><i>In 250 words or less, describe activities, such as research or stakeholder engagement, that have been completed in preparation for this application (e.g., networking with potential employers to determine hiring needs)?</i></p> <p>Click or tap here to enter text.</p>	
<b>DEI Qualifications</b>	<p><i>The following questions regarding DEI practices are optional.</i></p>
	<p><u>Optional:</u> Describe proactive internal organizational practices designed to promote diversity, equity, and inclusion at the organization:</p> <p>Click or tap here to enter text.</p>
	<p><u>Optional:</u> Describe proactive external organizational practices designed to promote diversity, equity, and inclusion in the sector and communities the organization operates within:</p> <p>Click or tap here to enter text.</p>
	<p><u>Optional:</u> Note any practices by partners that promote DEI both internally and externally, if applicable:</p> <p>Click or tap here to enter text.</p>

<p><b>Partner Selection and Conflict of Interest</b></p> <p><i>In 250 words or less, describe the process used for selecting vendors and subcontractors and disclose any potential conflicts of interest for those listed.</i></p> <p>Click or tap here to enter text.</p>
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<p><b>Other Proposed Supporting Organizations</b></p> <p><i>Use the following table to identify other organizations supporting this program in planning, capacity building, or delivering the program, and note the proposed role(s) of each organization in the program. These should not be grant partners receiving funds from MassCEC.</i></p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Program Role(s)</th> <th>LoS/MOU</th> </tr> </thead> <tbody> <tr> <td>Organization</td> <td>Roles</td> <td>Status</td> </tr> <tr> <td>Organization</td> <td>Roles</td> <td>Status</td> </tr> <tr> <td>Organization</td> <td>Roles</td> <td>Status</td> </tr> <tr> <td>Organization</td> <td>Roles</td> <td>Status</td> </tr> </tbody> </table> <p><i>In 1,000 words or less, describe prior experience successfully providing components of the above proposed programming. Provide performance metrics and examples where possible.</i></p> <p>Click or tap here to enter text.</p>	Organization	Program Role(s)	LoS/MOU	Organization	Roles	Status	Organization	Roles	Status	Organization	Roles	Status	Organization	Roles	Status
Organization	Program Role(s)	LoS/MOU													
Organization	Roles	Status													
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**ADDITIONAL OCCUPATION AND POPULATION INFORMATION**

<p><b>Target Sectors/Occupations</b></p> <p><i>Use the following table to provide labor statistics for target occupations. Please cite your sources and provide any relevant career pathway information in the Notes column. It is highly recommended to refer to MassCEC’s Clean Energy Workforce Needs Assessment available at <a href="https://www.masscec.com/resources/massachusetts-clean-energy-workforce-needs-assessment">https://www.masscec.com/resources/massachusetts-clean-energy-workforce-needs-assessment</a>.</i></p> <table border="1"> <thead> <tr> <th>Target Sector</th> <th>Target Occupation</th> <th>Current Positions</th> <th>Positions by 2030</th> <th>Growth Rate</th> <th>Average Starting Wage</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Sector</td> <td>Occupation</td> <td>Current</td> <td>By 2030</td> <td>Growth</td> <td>Wage</td> <td>Notes</td> </tr> <tr> <td>Sector</td> <td>Occupation</td> <td>Current</td> <td>By 2030</td> <td>Growth</td> <td>Wage</td> <td>Notes</td> </tr> <tr> <td>Sector</td> <td>Occupation</td> <td>Current</td> <td>By 2030</td> <td>Growth</td> <td>Wage</td> <td>Notes</td> </tr> </tbody> </table> <p><i>In 250 words or less, provide further context to the above labor market statistics with emphasis on career pathways. It is highly recommended to refer to MassCEC’s Clean Energy Workforce Needs Assessment available at <a href="https://www.masscec.com/resources/massachusetts-clean-energy-workforce-needs-assessment">https://www.masscec.com/resources/massachusetts-clean-energy-workforce-needs-assessment</a>. Provide further justification if the average starting wage does not provide a reasonable living wage for the county, as calculated by the <a href="#">MIT Living Wage Calculator</a>. Please note</i></p>	Target Sector	Target Occupation	Current Positions	Positions by 2030	Growth Rate	Average Starting Wage	Notes	Sector	Occupation	Current	By 2030	Growth	Wage	Notes	Sector	Occupation	Current	By 2030	Growth	Wage	Notes	Sector	Occupation	Current	By 2030	Growth	Wage	Notes
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*barriers to entry to these sectors and occupations. Programs supporting occupations and employers that provide career pathways following initial placement to increased wages will be viewed favorably.*

Click or tap here to enter text.

**Target Population(s)**

*In 300 words or less, identify the populations and specific EJ Neighborhoods that will be the primary focus for recruitment. Identify specific categories (e.g., returning citizens, single parents, homeless, veterans, etc.) of participants that may require additional specific support services. Applicants serving populations under 18 should apply to Student and Young Adult focused RFPs. Programs serving individuals aged 18 to 24, please refer to the Decision Chart of the RFP Solicitation to determine which funding opportunity is more appropriate.*

Click or tap here to enter text.

**Employer Occupation Data**

*Use the following table to provide employer-specific data to substantiate the need for this training program. Anticipated openings should reflect expected hires during the duration of this grant. Please also provide any employer-specific career pathway information in the Notes column.*

Employer Name	Occupation Title	Current Openings	Expected Openings	Average Starting Wage	Notes
Employer	Occupation	Current	Expected	Wage	Notes
Employer	Occupation	Current	Expected	Wage	Notes
Employer	Occupation	Current	Expected	Wage	Notes

**PROGRAM DESIGN**

**Program Development**

*In 500 words or less, for describe any work anticipated to occur prior to the launch of training delivery or career navigation, including but not limited to curriculum development, staff hiring, identification of vendors, signing of MOUs with partners and subcontractors, selection of equipment, etc.*

Click or tap here to enter text.

**Outreach and Recruitment**

*In 500 words or less, describe the outreach and recruiting plan. List partners that will be providing referrals. Include details on planned mass media and outreach methods, as well as information sessions, outreach education, and other informational approaches.*

Click or tap here to enter text.

**Intake and Assessment Processes**

*In 250 words or less, describe the processes that will be used to intake and assess candidates to ensure that they meet basic eligibility criteria to be considered part of the targeted population and the occupation is a good match for the candidate.*

Click or tap here to enter text.

**Training and Program Delivery**

*In 1,000 words or less, describe the training curriculum and work readiness curriculum.*

Click or tap here to enter text.

**Wraparound Support Services**

*In 500 words or less, outline planned support services that will be offered to participants and describe planned methods of case management, including, if applicable, referral pipelines to other organizations, noting if those are new or pre-existing referral pipelines.*

Click or tap here to enter text.

**Job Placement and Employer Engagement**

*In 500 words or less, describe employer involvement in the workforce training program and their role in job placement. Describe plans for further employer engagement and job development. **Please also provide a Letter of Support or Memorandum of Understanding from at least two employer partners that indicate intent to, at minimum, interview graduates for open positions.***

Click or tap here to enter text.

**Retention Support Services**

*In 500 words or less, describe proposed retention support strategies, including, but not limited to, case management, ongoing career coaching, and/or mentoring.*

Click or tap here to enter text.

Name of Organization

Strand A

Amount Requested:

ADDITIONAL INFORMATION

**Additional Information (Optional)**

*In 500 words or less, provide any additional information that may be relevant to those reviewing the proposed project.*

Click or tap here to enter text.

**Commitment to Technical Assistance**

*In 250 words or less, describe plans to utilize technical assistance offered if awarded. Identify which staffer(s) will be assigned to take part in all technical assistance webinars and meetings.*

Click or tap here to enter text.

