

ATTACHMENT: PROGRAM NARRATIVE AND SCOPE OF WORK

CSC26 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 rfpworkforce@masscec.com to request a plain text Word version of the form.

ADDITIONAL APPLICANT INFORMATION

Applicant and Partner Experience		
<p><i>In 250 words or less, describe prior experience and track record in administering workforce development programs and supporting young people 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><i>Click or tap here to enter text.</i></p>		
<p><i>If you are applying as a partnership, please use the following table to clarify roles and functions of partners listed and how each contributes toward project development and implementation.</i></p>		
Organization	Program Role(s)	LOS / MOU
Organization	Roles	Status
Organization	Roles	Status
Organization	Roles	Status
Organization	Roles	Status
<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 or possible host sites)?</i></p> <p><i>Click or tap here to enter text.</i></p>		

Partner Selection and Conflict of Interest

In 250 words or less, describe the process used for selecting vendors and subcontractors noted above and disclose any potential conflicts of interest. List the partner/vendor/subcontractor name and then describe the process for each one.

Click or tap here to enter text.

Grant Proposal Summary

DEI Qualifications

The following questions regarding DEI practices are optional.

Optional: *Describe proactive internal organizational practices designed to promote diversity, equity, and inclusion at the organization:*

Click or tap here to enter text.

Optional: *Describe proactive external organizational practices designed to promote diversity, equity, and inclusion in the sector and communities the organization operates within:*

Click or tap here to enter text.

Optional: *Note any practices by partners that promote diversity, equity, and inclusion both internally and externally, if applicable:*

Click or tap here to enter text.

Targeted Sectors/Occupations

In 300 words or less, identify the sectors and occupations that will be the focus of planning or implementation grant efforts. Please note the barriers to entry into these sectors and occupations.

Click or tap here to enter text.

Targeted Population(s)

In 300 words or less, identify the populations 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.

Click or tap here to enter text.

Program Design – Program Development

*In 500 words or less, for **Strand A**, describe any work anticipated to occur prior to the launch of Climate Service Corps, including but not limited to curriculum development, staff hiring, identification of vendors, signing of MOUs with partners and subcontractors, selection of equipment, additional funding needed, etc.*

Click or tap here to enter text.

Program Design – Recruitment, Assessment, and Onboarding

In 750 words or less, describe the outreach and recruiting plan including any planned partnerships. 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 Corps experience is a good match for the candidate. Outline planned supports for Corps members, and orientation topics for Corps members and host sites. Please refer to Section 3. Program Goals and Description: Mandatory Proposal and Program Components of the RFP Solicitation for examples of key standard program elements.

Click or tap here to enter text.

Program Design – Durable Skill Development and Coaching

In 1,000 words or less, describe program components including case management planned to minimize barriers and help members build durable skills and prepare for success in work-based learning experiences focused on climate action, while at the same time exploring possible career options to inform a career pathway choice. Please refer to Section 3. Program Goals and Description: Mandatory Proposal and Program Components of the RFP Solicitation for examples of key standard program elements.

Click or tap here to enter text.

Program Design – Industry-Aligned Skill Development

In 1,000 words or less, describe the program components planned to equip members with skills needed for specific climate critical occupations that are in high demand in the program's region. Please refer to Section 3. Program Goals and Description: Mandatory Proposal and Program Components of the RFP Solicitation for examples of key standard program elements.

Click or tap here to enter text.

Program Design – Climate Service and Work-Based Learning

In 1,000 words or less, describe planned service and work-based learning to ensure clear community benefit from the program and Corp members benefit from hands-on service experiences addressing climate challenges and gain skills through training, assisting them to pursue a next phase of preparation for a climate critical occupation. Please include details about relevant partners and

coordination plans for work and service sites. Please refer to Section 3. Program Goals and Description: Mandatory Proposal and Program Components of the RFP Solicitation for examples of key standard program elements.

Click or tap here to enter text.

In addition to the narrative explanation required above, please complete the table below to clarify the partnerships that will support the service and work-based learning component.

Partner (Name and brief description)	Service or Work-Based Learning host/ site partner? (Please code S, W, or Both)	Number of participants who will be supported by this partner	Letter of Support or MOU included (Please respond yes or no)

Program Design –Placement, Next Step Planning, and Alumni Services

In 500 words or less, describe planned case management support for graduates as they take the next step in their career in the 12 months after the Corps program, and vision and plan for job placement and an active Climate Corps alumni network. Please refer to Section 3. Program Goals and Description: Mandatory Proposal and Program Components of the RFP Solicitation for examples of key standard program elements.

Click or tap here to enter text.

In addition to the narrative explanation required above, please complete the table below to clarify the anticipated off-ramps.

Off-Ramps (Employers, relevant local training programs)	Description	Partnership details (Do you have a letter of support, a history of referrals/ placements, etc.)

Outcomes and Metrics Goals (if applying for Strand A)

In 250 words or less, describe proposed outcomes for implementation, including specific metrics in table below and additional metrics where applicable. Please refer to Section 3. Program Goals and

Name of Organization

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Amount Requested:

Description: Program Outcomes and Metrics of the RFP Solicitation for examples of key standard program outcomes. Reflect relevant outcomes in the program plan tab of the budget spreadsheet. Your responses here should match your responses in the Application Form.

Click or tap here to enter text.

Baseline Anticipated Metrics

	<i>Number of individuals recruited</i>	<i>Number of participants enrolled</i>	<i>Number of participants who complete programming</i>	<i>Number of participants who obtain a certification or credential</i>	<i>Number of participants placed in relevant continuing education, training, and employment</i>	<i>Number of participants engage in relevant career pathway activities and work during the retention period</i>	<i>[Insert additional relevant metric columns]</i>
<i>Year 1</i>							
<i>Year 2 (If applicable)</i>							

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.

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Reporting

In 100 words or less, describe plans to produce interim and final reports, or final plans in the case of planning grants, and identify which staffer(s) will be assigned to produce and submit the reports.

Click or tap here to enter text.

