

**State of Maine
Department of Education
PROPOSAL COVER PAGE**

RFP# 201507118

Adult Education Integrated Education and Training Pilot Grant

Adult Education Program Name: RSU 24 Adult Education		
Adult Education Director: Ander Thébaud		
Tel: 207-422-4794	Fax: 207-422-3612	E-mail: athebaud@rsu24.org
Program Street Address: 1888 US Highway 1		
Program City/State/Zip: Sullivan, ME 04664		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	Grant Request: \$68,619	Total Proposed Cost: \$89,889
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>		

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Section I Program Overview Abstract

Assist and Build will provide adults across Hancock County and western Washington County with fundamental skills needed to become employed by thriving, established local businesses/institutions in two major occupations: building construction and health care offices. Local businesses have expressed their need for dedicated employees with good work ethic, identified basic skills of the trade, and an eagerness to grow within the trade. *Assist and Build* will create such employees by providing students industry-informed trainings focusing on building requisite soft skills and intensive applied learning experiences to gain employer-identified trade skills. We chose two very different career fields, along with numerous supports to address challenges and expand access to good employment opportunities for adult who have barriers to employment, such as the economically disadvantaged, people with disabilities, ex-offenders, Veterans, and older workers. The trainings build literacy and workforce skills concurrently and earning stackable certificates towards sustainable employment.

A thorough intake process will include academic/career profiling and skill and learning assessments. Once career goals are set each student will work with a student advisor to create an Individual Learning Plan (ILP). Preparatory, concurrent, or successive academic experiences in this plan may include Developmental Math, Reading, and/or Writing; HiSET prep and examination, or high school credit courses/ postsecondary pre-requisites. Participants will also create an Individual Support Plan (ISP) to ensure that all necessary supports and resources (transportation, finances, accommodations, child/dependent care, etc.) are in place. A comprehensive orientation will engage students in learning and experiences that reveal the commitment, structure, and expectations of the trade and training cohort.

Programs begin after local seasonal work ends with 15 qualified students per industry cohort, with the expectation that at least 12 of the 15 per cohort successfully complete the full programming. Following recruitment, intake, and assessment, qualified students will complete orientation and a 12 week program that applies textbook learning to active hands-on, work experience. Instruction is provided by business partners, content area experts and experienced adult educators. Occupation cohorts will run simultaneously and share initial career investigation, work readiness, digital literacy and *Assist and Build* seminars.

Outcomes from our carpentry cohort include OSHA and potentially NCCER certifications and up to 17 Eastern Maine Community College's (EMCC) credits if courses are taught by EMCC certified instructors, transferable to EMCC's Building Construction Technology Program. MS Office proficiencies, WorkReady certification, and Basic Life Support certification will be completed in the Health Care Office training (HCO). Participants in the HCO cohort will be prepared to take the Certified Medical Administrative Assistant exam. Learners may complete credentials such as adult diploma, HiSET, and/or Northstar Digital Literacy Certificates. Employers will interview to hire or provide further on-the-job training (OJT) experiences for qualified program completers. Participants may continue to postsecondary education to build career skills. Participants completing the program will enter the workforce able to secure stable and rewarding employment, renewed self-confidence and the knowledge and ability to support their families and contribute to their communities.

This program will result in employment opportunities for participants, commitment to collaborative training to/from local business, and sustainable programming. Our integrated training model will be replicable at other Adult Education programs and all planning, curriculum, and outcomes will be documented on an open access source.