



The Erie Community Foundation

Helping today... Shaping tomorrow.

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June 27, 2011

Paul D. Fritz
Erie County Technical School Foundation
8500 Oliver Road
Erie, PA 16509

Dear Mr. Fritz:

I am pleased to report the Board of The Erie Community Foundation has approved a grant to the Erie County Technical School Foundation hereafter referred to as "grantee." The terms of the Grant are set forth below and in the accompanying Schedule A.

- Awarded Grant Purpose: Women Labor Apprenticeship Collaborative
- Amount of Grant: \$40,000

Please read this grant letter carefully (including the accompanying Schedule A) to assure that there is mutual understanding as to the purpose of the grant and all the terms thereof. This quarter we received 25 grant requests totaling \$657,904. As a result, many grants approved were not able to be funded at 100% of the requested amount. If your project has not been fully funded and you find you can not carry out the project as described, please contact David González, Program Officer, immediately. Also, please notify The Erie Community Foundation if, during implementation of this grant, there are changes in leadership to your Board of Directors or Executive Director.

Your grant is made possible solely because of gifts made to The Erie Community Foundation by community-minded citizens. As a means of ensuring that similar grants will be available in the future, we hope you will encourage financial support to the Foundation from your Board. Also, any publicity generated as a result of this grant is appreciated by The Foundation.

To evidence acceptance of this grant by the terms stated and to receive funds, please return a signed copy of this Grant Letter in the enclosed envelope. Please allow 30 days for internal processing at the Erie Community Foundation from the receipt of the signed agreement prior to request of your first grant payment. If you anticipate a delayed program start-up, please let us know so we can disburse funds appropriate to the project timeline. Invoices, when requested, must be submitted prior to issuing of check.

Best wishes for a successful endeavor.

Sincerely,
THE ERIE COMMUNITY FOUNDATION

Michael L. Batchelor
President

The above grant is accepted in accordance with the terms of this Grant Letter (including accompanying Schedule A).

By _____

Title _____

Date on which first expenditure(s) is/are anticipated: _____

cc Mary Camp

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Michael L. Batchelor

mbatchelor@eriecommunityfoundation.org



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Budget Worksheet

One (1) page limit.

This form must be used for your proposal budget.

Items	Requested Amount From ECF	Your Agency Contribution	Other Agency or Funder Contribution (in-kind or cash) Include Source	Total Program Cost
Training Personnel:	5,000.00	30000		35,000.00
Job Coaching Personnel	20,000.00		5,000.00	25,000.00
Construction:				0.00
Equipment: >\$1,000	4,000.00	6000		10,000.00
Supplies: <\$1,000	3,600.00	6000	1,000.00	10,600.00
Contracted Services: Project Team and Steering Committee Facilitation	4,000.00		2,000.00	6,000.00
Case Management Services through Project Partners @ \$500/ participant (40)	20,000.00		20,000.00	40,000.00
Transportation (for up to 10 women) - Opportunities Unlimited Erie	3,575.00			3,575.00
Outcomes Measurement & Tracking Services (GECAC)	5,000.00		2,000.00	7,000.00
Other: (i.e., outside evaluation - contractor TBD)	6,000.00		4,000.00	10,000.00
TOTAL:	71,175.00	42,000.00	34,000.00	147,175.00

- Conduct a process and outcome evaluation of key components of the GLBCT pre-apprenticeship initiative. Data methods will include interviews and document analysis.
- Document the history of the initiative, discuss why and how key strategies have changed over time, including lessons learned, case studies, identification of capacity building needs, and recommendations for next steps.
- Coordinate the data collection process of the common employer questions utilized in other regional workforce pilots, including sampling, questionnaire distribution and analysis of results. The data collection will be coordinated with and approved by the Erie Workforce CAP so that the results can be comparable to efforts underway within other industry partnerships.
- Conduct interviews with the key program partners to garner their feedback on what worked and what should be improved within the program. This will include an assessment of both the Employers' as well as the Workforce Investment Board's vision for system redesign and an understanding of how the current pilot project(s) fit into their overall vision
- Conduct interviews with selected program participants and a participant satisfaction survey to determine what worked and what should be improved about the program from the point of view of the program participants.
- Evaluate, compare and contrast each collaborative partner's efforts and expected outcomes with their individual performance, each other's expected outcomes and performance as well as the expected outcomes of similar pilot programs
- Identify the systems redesign and intervention "hypotheses" that could be tested over time that include the correlations and interrelationships of different variables that could contribute to the various outcomes
- Identify opportunities for improvement in the state and national outcomes measurement and evaluation system as well as gaps and opportunities for program development and improvement at the local level to better achieve local collaborative, state and national goals.

Budget Narrative

Training Personnel: ECTS Staffing to deliver the core curriculum

Coaching Personnel: St. Martin Center Job Coach to work with (at least 20) women to ensure their successful retention and job promotion during the one year after successful job placement

Equipment: Includes construction tools & supplies for hand-on learning

Supplies: Includes textbooks, calculators, safety glasses and handouts

Contracted Services/Project Management: includes project management and facilitation services to convene IP members and project partners for input, curriculum design and coordination to ensure consistency in approach, case management and outcomes

Case Management Services: each of the project partners providing case management services will receive \$500 for each individual referred into the program from that agency. This will cover assistance to insure that any barriers to employment, participation and/or entry into the apprenticeship programs are addressed and eliminated

Transportation: transportation services for 10 women to participate in the program, provided by Opportunities Unlimited Erie

Outcomes Tracking: A GECAC Administrative Assistant will set up files, maintain relevant data in an access database and be the centralized point for project reporting. The Administrative Assistant will liaise with referring agencies, CareerLink staff, GECAC case managers and RCTC instructor in order to obtain data, and will provide required and requested reports on program follow-up for a one year grant period.

Contracted Services/Program Evaluation: a local external evaluator will be selected through a request for proposal process to evaluate the program.