



Employment Training Panel

Memorandum

To: ETP Policy Committee
Gretchen Newsom, Chairperson
Rebecca Bettencourt, Member
Rick Smiles, Member

Date: August 29, 2024

CC: Executive Staff
Jessica Grimes, Executive Director
Peter Cooper, Assistant Director
Jaime Gutierrez, Chief Deputy Director

From: Application/Proposal Quality Workgroup

Subject: ETP Policy Committee Meeting Agenda Item
Report to Policy Committee Regarding Progress on Application/Proposal Quality

I. Brief Issue Statement:

This is a report of an initial review/discussion of application and proposal quality and the next steps in the process.

II. Background Information:

In the application mapping process, the number of questions varies, with the MEC requiring a minimum of 117 and a maximum of 205 questions, while the SE requires a minimum of 111 and a maximum of 233 questions. Although very few fields directly populate the proposal, they significantly influence the narratives throughout the proposal.

The next steps involve continuing the analysis of these questions. This includes verifying that each question contributes to the proposal development or serves another necessary purpose and identifying areas where questions could be directly populated into the proposal. Additionally, the application questions will be reviewed for comprehension, ensuring they are easy to understand, use plain language or define ETP terminology, and are structured to elicit useful and accurate responses.

Regarding proposal quality, the Workgroup plans to distribute a survey to gather feedback from each Panel member on potential changes. The proposed survey questions will ask whether the respondent prefers to complete the survey online or via conversational video chat, whether the current proposal provides sufficient information for decision-making, and if there are any elements they would like to

remove, add, modify, or leave unchanged. It also includes a request for any additional ideas or suggestions regarding the proposal.

The next steps for the proposal quality process are to send out the survey and analyze the results.

III. Recommendation

No action items beyond analyzing the application and soliciting and receiving any feedback from the Panel Members.