

Attachment I-1

A: Project Narrative Requirements – Tier I: Baseline Goals and Activities *(all applicants)*

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this TEGL. It must provide a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

Please use the format below to develop your project narrative.

- For applicants applying to Tier I, the Tier I final narrative is limited to 10 double-spaced single-sided 8 x 11 inch pages with 12 point Times New Roman font and 1 inch margins. Applicants must number the Project Narrative beginning with page number “1”.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. You must use the same section headers identified below for each section of the Project Narrative.

i. Current State Capacity of Registered Apprenticeship Programs (RAP) in the State:

Provide a background on the landscape of current apprenticeship in your State, based on the most recent annual data:

- Number of Existing RAP Sponsors;
- Number of Existing RAPs;
- Key Industries and Occupations with RAPs;
- Number of registered apprentices;
 - Aggregate Apprentice Demographic Information (i.e., gender, race, ethnicity, underrepresented populations, including women, people of color, ex-offenders, and persons with disabilities)
- Current State Capacity/Structure for RAP Development/Outreach/Etc.;
- Current Pipelines into RAPs; and
- Current gaps, barriers, and challenges to develop or expand RAPs and/or the number of enrolled apprentices in a fiscal year.

ii. Tier I Baseline Goals and Activities (Required):

Each grant proposal must include strategies that address the required baseline goals and activities as described in Appendix III.

- How do your proposed strategies address activities regarding governance and operations of RAPs within your State?

- How do your proposed strategies address gaps in system alignment for RAP expansion?
- How do your proposed activities improve data sharing and data integrity?

Note: Grantees must reach agreement with the U.S. Department of Labor (DOL) on how they will report performance under this list of activities.

iii. Staffing Plan and Organizational Structure:

Provide a detailed description demonstrating your capacity to effectively manage each component of the program including a narrative portion and functional organizational chart as indicated below:

- Provide a detailed description demonstrating the lead applicant's capacity to effectively manage each component of the program. Include a project management plan and a communications plan for efficient and effective management of the project with all partners and staff. Demonstrate the capacity to establish effective procurement processes, systems, and procedures and those of any partners who will be providing any services or conducting any activities under the grant (if applicable); and
- Provide a detailed organizational chart that identifies the lead applicant, apprenticeship partnerships, and other proposed partners. The chart must describe the structure of the relationships of all partners involved in the project. The chart must also identify the proposed project's staffing plan to illustrate that partners have the capacity to support the lead applicant to carry out the proposed project. The staffing plan must describe the qualifications and experience of all executive and administrative staff, as well as other personnel such as board members, advisors, and consultants, to fulfill the needs and requirements of the proposed project. Such qualifications and experience must demonstrate the ability to manage a strategic partnership, including fiscal and administrative management, outreach, and promotion. The chart should be included as an attachment to the project narrative and does not count toward the 10-page limit for Tier I.

Attachment I-2

B: Suggested Work Plan Template for Base Funding Goals and Activities *(all applicants)*

Using the suggested work plan table format below, provide an overview of the activities, timelines, and key milestones. The work plan must clearly describe short-term, mid-term, and long-term milestones, and must include all of the following:

- **Project Goals:** The overarching achievements that will be pursued;
- **Milestones:** The key markers of grant progress. These are typically expressed in the form of an action or event marking a significant change or stage in development;
- **Key Activities:** The major activities of the State’s apprenticeship expansion strategies, including timeframes for expanding existing RAPs, deployment of new apprenticeship programs, and/or enrollment of new participants in apprenticeship training;
- **Outcomes and Deliverables:** The number of participants served, the required annual report, and other outcomes and deliverables of the project; and
- **Key partners:** The partners identified for key activities.

EXAMPLE GOAL:	Baseline Goal 1: National Apprenticeship System Building States can spend base funding on developing structures that ensure that all RAPs in the State have the features of high-quality apprenticeship described in 29 C.F.R. parts 29 and 30.		
Activity:		Lead/Support Implementer(s):	
Deliverable(s):			
Milestones	Timeframe		Deliverable Dates

EXAMPLE GOAL:	Baseline Goal 2: System Alignment for Apprenticeship Expansion States can spend base funding to build statewide capacity to increase the number and quality of Registered Apprenticeships through stronger alignment with the education and workforce systems.		
Activity:		Lead/Support Implementer(s):	

<i>Deliverable(s):</i>			
<i>Milestones</i>	<i>Timeframe</i>		<i>Deliverable Dates</i>

Attachment I-3

C: Performance Outputs and Outcomes (*all applicants*)

The performance outcomes measures indicated below must be included as an Attachment to the application. Applicants should provide performance outputs and outcomes, as appropriate for their proposed project.

DOL suggests the following format for applicants' ease of use, although using this precise format is not required to receive a grant award:

A. Apprenticeship Employment & Training Apprentice Performance Outcomes			
1.	Total participants served Total number of all participants served (receiving a grant-funded service) in the program	Year 1: Year 2: Year 3:	Total:
1a.	Increasing Diversity of RAP Total percentage of participants served in the program who are veterans and veterans' spouses, as well as those demographic groups historically underrepresented within RAPs, including women, people of color, ex-offenders, and persons with disabilities.	Year 1: Year 2: Year 3:	Total:
2.	Total participants who enter a RAP Note: The total apprentices newly enrolled in education/training activities should not exceed the total apprentices served.	Year 1: Year 2: Year 3:	Total:
3.	Total registered apprentices who complete a RAP	Year 1: Year 2: Year 3:	Total:
4.	Total participants who receive a degree, or other type of credential during the period of performance (including RA Completion Certificate)	Year 1: Year 2: Year 3:	Total:

B. Expanding Apprenticeship Program Outputs			
1.	Total number of newly created RAPs	Year 1: Year 2: Year 3:	Total:
2.	Total number of newly created RAPs in a new industry	Year 1: Year 2: Year 3:	Total:

Attachment I-4

D: Budget Narrative Guidance *(all applicants)*

The Budget Narrative must provide a description of the costs associated with each line item on the SF-424A.

The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities; however, any indicated leveraged resources will have no bearing on the proposal review, or funding decision. Do not show leveraged resources on the SF-424 and SF-424A.

Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative:

1. Personnel – List all staff positions by title including the roles and responsibilities. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant and the total personnel cost for the period of performance.
2. Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
3. Travel – Specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.
4. Equipment – Equipment is not an allowable cost under this funding announcement and this line must be left as zero.
5. Supplies – Supplies include all tangible personal property other than “equipment.” The detailed budget should identify categories of supplies (e.g., office supplies). List the quantity and unit cost and total cost per item.
6. Contractual – For each proposed contract and subaward, specify the purpose, activities, and estimated cost. Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.92, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.
7. Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. DOL does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

8. Other – List each item in sufficient detail for DOL to determine whether the costs are reasonable or allowable. List item, such as stipends or incentives, not covered elsewhere.

9. Indirect Charges – If indirect charges are included on the SF-424A budget form, a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) must be included as well as an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in the applicants cost allocation base. Also, a current version of the NICRA or CAP should be provided as an attachment to the project narrative.

Note:

- The SF-424, SF-424A, and Budget Narrative must include the entire federal grant Tier I Baseline amount requested (not just one year).
- Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative.

Attachment I-5

E: Governor's Letter (*all applicants*)

The Governor or another chief elected official must provide a leadership commitment letter – to be uploaded to Grants.gov separately from the project narrative and work plan – demonstrating the State's commitment to this effort. The letter must do the following:

- Designate the State Agency to be the recipient of the award.
 - Must be one of the eligible entities (see Appendix II: Award Information, Eligible Applicants).
 - Must commit to work in partnership with the State Apprenticeship Agency or federal Office of Apprenticeship working within the State.
- Describe specifically how the Governor or chief elected official plans to support the expansion of quality and innovative apprenticeship training programs that are aligned with the WIOA State Plan.

The letter must be addressed to Brinda Ruggles, Grant Officer, U.S. Department of Labor, Employment & Training Administration Office of Grants Management, 200 Constitution Ave, NW Room N-4716, Washington, D.C. 20210.

For State Apprenticeship Agency (SAA) States, applicants must identify and detail their engagement and collaboration with the SAA.

Attachment I-6

F: Abstract (all applicants)

Suggested Abstract Format

Please feel free to tailor the template as needed to fit your information.

2019 State Apprenticeship Expansion Grant	
Lead Applicant Organization’s Name:	
Tier I Funding Amount: <i>State can receive a base amount of \$450,000; U.S. territories receive \$300,000.</i>	
If applicable, Tier II Funding Amount Request: <i>Up to \$3 million, \$3,000,001 to \$6 million; or \$6,000,001 to \$9 million. Identify specific amount requested.</i>	

Tier I Baseline Goals:

1. *National Apprenticeship System Building.* States must spend base funding on developing structures that ensure all RAPs in the State have the features of high-quality apprenticeship described in 29 C.F.R. parts 29 and 30.
2. *System Alignment for Apprenticeship Expansion.* States must spend base funding to build statewide capacity to increase the number and quality of apprenticeships through stronger alignment with the education and workforce systems.
3. *Improving Data Sharing and Data Integrity.* States must spend base funding to improve data collection and sharing and data integrity.

Short Project Summary: *Include identifying targeted industry(ies) and/or occupation(s).*

Tier II Innovation Goals and Activities (if applicable):

Up to \$3 million:
<ul style="list-style-type: none"> • Select two of the Tier II Goals <ul style="list-style-type: none"> ○ Goal 1: <i>Example B.vi. Establish statewide RAP industry intermediaries (minimum of two).</i> ○ Goal 2: <i>Example E.i. Establish or expand the role of the business service representative /apprenticeship navigator with the promotion of apprenticeship to partner systems (e.g., education, workforce, and economic development).</i> • Set a goal of at least 10 percent growth of new apprentices registered above the current State baseline during the life of the grant and credibly demonstrate in the application that you will make substantial progress toward meeting this goal.
Short Project Summary: <i>Include identifying targeted industry(ies) and/or occupation(s).</i>

\$3,000,001 to \$6 million:
<ul style="list-style-type: none"> • Select four of the Tier II Goals <ul style="list-style-type: none"> ○ Goal 1: ○ Goal 2: ○ Goal 3: ○ Goal 4: • Set a goal of at least 20 percent growth of new apprentices registered above the current State baseline during the life of the grant and credibly demonstrate in the application that you will make substantial progress toward meeting this goal; and • Develop and operationalize at least one innovation using the Internet, software, and other technological resources to improve RAP marketing/promotion, business outreach, apprenticeship standards development, and apprenticeship access for under-represented populations.
Short Project Summary: <i>Include identifying targeted industry(ies) and/or occupation(s).</i>
\$6,000,001 to \$9 million
<ul style="list-style-type: none"> • Select six of the Tier II Goals <ul style="list-style-type: none"> ○ Goal 1: ○ Goal 2: ○ Goal 3: ○ Goal 4: ○ Goal 5: ○ Goal 6: • Set a goal of at least 25 percent growth of new apprentices registered above the current State baseline during the life of the grant and credibly demonstrate in the application that you will make substantial progress toward meeting this goal; • Develop and operationalize at least one innovation using the Internet, software, and other technological resources to improve RAP marketing/promotion, business outreach, apprenticeship standards development, and apprenticeship access for under-represented populations; and • Develop a 5-year plan making RAP a central workforce development strategy and tool for employers within the State.
Short Project Summary: <i>Include identifying targeted industry(ies) and/or occupation(s).</i>

Attachment II-1

A: Project Narrative Requirements – Tier II: Innovation Goals and Activities (*Applicants applying for Tier II funding only*)

Applicants may also apply for Tier II funding: Up to \$3 million; \$3,000,001 to \$6 million; or, \$6,000,001 to \$9 million.

The Project Narrative must credibly demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. This demonstration must be included in the narrative response, and include evidence supporting it by attachment, reference, or hyperlink to the Project Narrative. The inclusion of evidence will count toward the page limit on the Project Narrative. The Project Narrative must provide a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.

Please use the following format to develop your project narrative. For Tier II funding, the final narrative is limited to 15 double-spaced single-sided 8 x 11 inch pages (in addition to your Tier I narrative) with 12 point Times New Roman font and 1 inch margins. Applicants must number the Project Narrative beginning with page number “1”.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. You must use the same section headers identified below for each section of the Project Narrative.

i. Tier II Required Goals and Activities

Each grant proposal must include strategies that address the required goals and activities (see Appendix III for a detailed list of categories). Clearly identify which goals and activities you select and identify strategies for how you will achieve each of the selected goal and activity.

- Up to \$3 million: Two goals from different categories;
- \$3,000,001 to \$6 million: Four goals from different categories; or
- \$6,000,001 up to \$9 million: Six goals from different categories.

As described in Attachment II-3, the applicant must identify measurable performance outputs and outcomes for each goal and activity selected in the narrative above.

ii. Evidence of Past Performance:

In addition to identifying the goals from Appendix III, applicants must also provide evidence of past performance related to establishment or expansion of RAPs. Applicants must use the information below and provide the applicable past performance information in the project narrative. Supporting evidence must be included in the narrative response by attachment, reference, or hyperlink. Supporting evidence will count toward the page limit on application materials.

- Full description of the applicant’s prior experience in the development of Registered Apprenticeships or capacity to expand Registered Apprenticeships to local, state, regional or national scale. This could include evidence of existing partnerships, prior experience in expanding RAPs, and the number of apprentices placed in prior programs; and
- Demonstration that partners have experience in engaging industry and employers in the adoption of RAPs, or in the development of work-based learning programs.

iii. State Apprenticeship 5-year Plans: *(Only required for applicants applying for funding level greater than \$6 million)*

- Identify a timeline for development and integration of a 5-year State Registered Apprenticeship expansion plan, including key partners who will be involved in the process. Applicants who developed plans through the Apprenticeship Accelerator Grants (TEGL-19-15) should ensure they are effectively integrating and/or expanding those plans as a result of these funds. Applicants should also ensure state plan development is reflected in the project work plan, including identifying target dates for the development, integration, and submission of a final outline and final plan submitted to DOL. States must commit to submitting a final outline for DOL approval at the end of year one, with a final plan submitted to DOL for approval 6 months prior to the end of the grant.

Attachment II-2

B: Suggested Work Plan Template for Additional Tiered Funding Applicants (*Applicants applying for Tier II funding only*)

- Identify which funding amount you are applying for:
 - Up to \$3 million (select two goals); **OR**
 - \$3,000,001 to \$6 million (select four goals); **OR**
 - \$6,000,001 to \$9 million (select six goals);
- Each goal must be reflected in the work plan.

EXAMPLE GOAL:	Tier II Goals: \$3 million Goal #1: Category D: Incorporate specific strategies to support or expand RAP opportunities among all workers, including women, minorities, veterans, individuals with disabilities, and individuals with a criminal record.		
Activity:		Lead/Support Implementer(s):	
Deliverable(s):			
Milestones	Timeframe		Deliverable Dates

EXAMPLE GOAL:	Tier II Goals: \$3 million Goal #2: Category B: Launch or expansion of sector strategy(ies) to expand RAPs to new industries and/or new or non-traditional occupations within existing sectors.		
Activity:		Lead/Support Implementer(s):	
Deliverable(s):			
Milestones	Timeframe		Deliverable Dates

Attachment II-3

C: Performance Outputs and Outcomes (*Applicants applying for Tier II funding only*)

In alignment with the goals and activities identified in the Tier II narrative, applicants must identify measurable performance outputs and outcomes for each goal and activity selected. Performance outputs and outcomes must be clearly defined and measurable.

Note: Grantees must reach agreement with the Department on how they will report performance. Upon award, the Department will work with grantees to ensure performance outputs and outcomes are clearly defined and measurable.

Attachment II-4

D: Budget Narrative Guidance (*Applicants applying for Tier II funding only*)

The Budget Narrative must provide a description of the costs associated with each line item on the SF-424A.

The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities; however, any indicated leveraged resources will have no bearing on the proposal review, or funding decision. Do not show leveraged resources on the SF-424 and SF-424A.

Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative:

1. Personnel – List all staff positions by title including the roles and responsibilities. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant and the total personnel cost for the period of performance.
2. Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
3. Travel – Specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.
4. Equipment – Equipment is not an allowable cost under this funding announcement and this line must be left as zero.
5. Supplies – Supplies include all tangible personal property other than “equipment.” The detailed budget should identify categories of supplies (e.g., office supplies). List the quantity and unit cost and total cost per item.
6. Contractual – For each proposed contract and subaward, specify the purpose, activities, and estimated cost. Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.92, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.
7. Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. DOL does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

8. Other – List each item in sufficient detail for DOL to determine whether the costs are reasonable or allowable. List items, such as stipends or incentives, not covered elsewhere.

9. Indirect Charges – If indirect charges are included on the SF-424A budget form, a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) must be included as well as an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in the applicants cost allocation base. Also, a current version of the NICRA or CAP should be provided as an attachment to the project narrative.

Note:

- The SF-424, SF-424A, and Budget Narrative must include the entire Tier II federal grant amount requested (not just one year).
- Applicants should list the same requested federal grant amount on the Tier II SF-424, SF-424A, and Budget Narrative.

Attachment III-1
Application Submission Checklist (*all applicants*)

Applicants should use the checklist below as a guide when preparing your application package to ensure that the submitted application has all of the required documents. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this checklist to ensure your application contains all required items.

Tier I Funding Request: *required for all applicants*

- SF-424, “Application for Federal Assistance”
 - CFDA 17.285, Apprenticeship Grants
 - This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”
- Project Budget, to include:
 - The SF-424A “Budget Information Form”
 - Budget Narrative
- Project Narrative
- Work Plan: This must be submitted as an attachment and clearly labeled as “Tier I Work Plan”
- Participants served goals, and Performance Outputs and Outcomes: This must be submitted as an attachment and clearly labeled as “Tier I Performance Outputs and Outcomes”
- A letter from the Governor or chief elected for official: This must be submitted as an attachment and clearly labeled as “Governor’s Letter”
- Organizational Chart: This must be submitted as an attachment and clearly labeled as “Organizational Chart”
- Abstract. This must be submitted as an attachment and clearly labeled as “Abstract”

Tier II Funding Request: *optional*

All additional documents for Tier II funding should be uploaded in www.grants.gov as Other Attachments

- Additional Tiered funding SF-424, “Application for Federal Assistance” – *must be labeled as “Tier II SF424”*
 - CFDA 17.285, Apprenticeship Grants
 - This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”
- Additional tiered funding Project Budget, to include:
 - The SF-424A “Budget Information Form” – *must be labeled as “Tier II SF-424A”*
 - Budget Narrative – *must be labeled as “Tier II Budget Narrative”*

- Additional tiered funding Project Narrative – *must be labeled as “Tier II Project Narrative”*
- Additional tiered funding Work Plan – *must be labeled as “Tier II Work Plan”*
- Participants served goals, and Performance Outputs and Outcomes – *must be labeled as “Tier II Performance Outcomes and Outputs”*