Project Narrative Required Elements

Please use the format below to develop your project narrative. The final narrative is limited to 15 double-spaced single-sided 8 x 11 inch pages with Times New Roman font and 1 inch margins. Applicants must number the Project Narrative beginning with page number "1".

<u>Applicant Organization:</u>

Current Status of Registered Apprenticeship in the State

- Number of Existing Registered Apprenticeship Sponsors
- Number of Existing RAPs
- Key Industries and Occupations with Apprenticeship Programs
- Number of Registered Apprentices
    - ○ Aggregate Apprentice Demographic Information (i.e. gender, race, ethnicity, underrepresented populations)
- Current State Capacity/Structure for Program Development/Outreach/Etc.
- Current Pipelines into Apprenticeship

Registered Apprenticeship Expansion Goals

Please describe the state's apprenticeship goals for these grant funds as outlined per sections 4, 7-11, 13 of the TEGL. Goals should be measurable and realistic based on the size of the allotment.

Registered Apprenticeship Expansion Strategies

Describe the specific strategies the state will undertake using the grant funds to expand apprenticeship in the state and achieve the specific goals identified above. These strategies must include both program-level and system-level activities as described under the Required Activities section of the TEGL. States should also provide a summary of key apprenticeship strategies that are already underway.

<u>System Design Elements</u>

Each grant proposal must include System Design strategies that result in the following deliverables:

- **Annual Apprenticeship Report**

- **Data System/Integrity Upgrades**

    Investments must result in data integrity upgrades that improve a State's ability to administer, track, and report on both apprentices, apprenticeship program enrollments.. Data integrity upgrades should include, but are not limited to the following:

    - ○ Integration of apprenticeship program opportunities and/or apprenticeship program sponsors into the eligible training provider lists approved for training assistance

through the Workforce Innovation and Opportunity Act (WIOA) to allow referrals to career seekers registering for training-related classroom-type services.

o Development/Utilization of participant tracking system specifically for grant-related reporting purposes.

▪ Should contain individual records for each participant to include export of .csv data files compatible with the Workforce Integrated Performance System (WIPS).

▪ NOTE: Participant data reporting must be derived exclusively from grant-related tracking mechanisms. The USDOL's Registered Apprenticeship Partners Information Data System (RAPIDS 2.0), is **not** a source for grant-related performance tracking. Data integrity upgrades, however, that include adoption of, or integration with the RAPIDS system for the purposes of tracking, and reporting to USDOL overall State apprenticeship data are an allowable activity under this award.

Direct Participant Services

Program level activities must address individual participant training needs, provide customized participant supportive services, and lead to job placement in middle- to high-skilled jobs upon completion of the apprenticeship program.

Strategies must also help address the talent pipeline needs of target industries. with evidence of projected demand through the use of data references such as Bureau of Labor Statistics or other DOL sources, state workforce agency sources, employers, or other written labor market information provided by employers or other knowledgeable parties.

a) *Utilizing sources mentioned above, programs must propose expanding apprenticeships which support middle- to high-skilled jobs that:*

▪ Are projected to add substantial numbers of new jobs in the State and/or regional economy; and

▪ Have substantial job vacancies currently available; and

▪ Have a significant impact on the regional economy overall, or on the growth of targeted industries and occupations.

b) *Outreach and Recruitment:*

Program level activities must include clear strategies for identifying, recruiting and enrolling eligible participants, including plans to provide a cohesive streamlined set of services designed to meet the training and participant supportive service needs of each individual served. Strategies should include the general population, but descriptions of specific outreach strategies to increase apprenticeship opportunities for all American workers, particularly low-income individuals and underrepresented populations in apprenticeship including youth, women, communities of color, Native Americans, Veterans, persons with disabilities and ex-offenders.

c) *Supportive and Referral Service(s):*

The inclusion of supportive and/or referral services that complement apprenticeship activities for the targeted population is required. Applicants must include strategies for incorporating a comprehensive set of supportive and/or referral services based on individual assessment and career counseling through the Office of Apprenticeship, a federally-recognized State Apprenticeship Agency and/or an American Job Center (AJC) in support of family and individual needs. Supportive and referral service strategies should include at a minimum:

- An assessment of participant supportive service needs, such as transportation, financial aid or other resources necessary to attend and complete training including assistance with tuition or fees for child care services provided during training.

d) *Placement and Enrollment:*

Placement must be in a Registered Apprenticeship program. Enrollment in an apprenticeship program must be conducted through a State Apprenticeship Agency or the Office of Apprenticeship to be considered a participant for quarterly reporting and outcome purposes. NOTE: Pre-apprentices shall not be considered participants for the purposes of this grant.

e) *Apprenticeship Trainings Services:*

Discuss the use of funds to support on-the-job learning and/or related technical instruction (i.e., classroom training) component of the apprentices served under the grant.

f) *Expected Program Activity Outcomes and Outputs:*

Placement must be in a RAP.

Staffing Plan and Organizational Structure

Provide a detailed organizational chart that identifies the lead applicant and any proposed partners. The chart must describe the structure of the relationships of all partners involved in the apprenticeship expansion strategies. The chart must also identify the proposed staffing plan to illustrate the capacity to carry out the proposed project. The staffing plan must describe the qualifications and experience of all technical, managerial, and administrative staff to fulfill the needs and requirements of the proposed project. Such qualifications and experience must demonstrate the ability to manage fiscal, administrative management, and technical project tasks and manage any procurement and sub-award activities in the project.

Minimum FTEs: *For the duration of this project, including any possible no-cost extensions and through close-out, projects must include a* <u>minimum</u> *of:*

- o *Three (3) FTEs, not to be split, dedicated to this project for allotment levels above $1,000,000*

- o *Two (2) FTEs, not to be split, dedicated to this project for allotment levels between $600,001 and $1,000,000*

    ○   *One (1) FTE, not to be split, dedicated to this project for allotment levels less than $600,000.*

Performance Outcomes

Minimum Goals for Participants Served During the Grant Period Based on Allotment	
Allotment	**Minimum Participants Served***
$400,000 - $500,000	225
$500,001 - $750,000	315
$750,001 - $1,000,000	440
$1,000,001 - $2,225,000	800
$2,225,001 - $4,000,000	1,550

*The goals listed above identify the minimum number of new apprentices in RAPs the project must serve during the grant period, based on the funding amount. These are minimum goals applicants must propose for the numbers of apprentices to be served through the grant, and applicants are strongly encouraged to serve more than the minimum thresholds.

NOTE: Pre-apprentices shall not be considered participants for the purposes of this grant.

NOTE: Participant in RAPs data reporting must be derived exclusively from grant-related tracking. The DOL's Registered Apprenticeship Partners Information Data System (RAPIDS 2.0), is not a source for grant-related performance tracking.