**FORMATTED GRANT TECHNICAL PROPOSAL**

**Illinois Apprenticeship Expansion Program - NOFO ID: 3523-2970**

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| **Lead Applicant Name** | *Enter Lead Applicant name here* |

Using the following formatted technical proposal, please provide your project narrative by answering the questions using the space provided under each. Ensure you use spaces and paragraphs as needed for flow and readability.

**Section 1: Applicant Organization Capacity** *(approximately 3 pages)*

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| **Section 1: Applicant Organization Capacity** | |
| 1 | Provide high-level information about the lead applicant organization’s size, structure, and history. Specify whether the organization is a start-up or is more established. Describe any other organizations who will be partners or subcontractors for the project. |
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| 2 | Briefly outline the mission of your organization and describe how it directly connects to the objectives outlined in this NOFO and your application.  *(See Design and Develop Registered Program Requirements)* |
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| 3 | Detail your experience and capacity to meet the administrative requirements of the grant including the financial management, program management, and reporting of the grant activities.  *(See Administrative Oversite Requirements)* |
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| 4 | Provide a narrative overview of the key program staff assigned (including contractors and/or partners) with their roles and responsibilities, and a summary of their qualifications / experience in administering workforce programs.   * *List the key staff in the Project Workplan – Attachment 6 Staffing Plan)* * *Submit resumes or job descriptions with the required additional attachment)* |
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| 5 | Describe the apprenticeship-related or applicable experience of the applicant organization and/or partners. Include experience working with key stakeholders in the region, including existing Apprenticeship Specialists or Intermediaries. If any of the work will be subcontracted, provide organization names, relevant experience, and the strategies to coordinate partner activities.  *(See Design and Develop Registered Program Requirements)* |
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| 6 | Detail the lead applicant and/or partner’s capacity and experience in working recruiting, serving, and successfully supporting participants from identified populations to develop and expand work-based learning and/or apprenticeship programs  *(See Recruitment and Equitable Access to Apprenticeship and/or Pre-apprenticeship Opportunity requirements)* |
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| 7. | Detail the lead applicant and/or partner’s capacity and experience in working with businesses, employers, or industry partners to develop and expand work-based learning and/or apprenticeship programs *(See Employer Engagement requirements)* |
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| 8. | Provide information demonstrating the experience and knowledge of the applicant team in administering similar grants and projects and providing workforce training programs. Use this section to highlight ongoing work, notable achievements, and successes to demonstrate capacity to successfully implement your proposed project. In your response, provide the project planned vs. actual results along with the total budget for any projects within the last three years. |
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**Section 2: Documentation of Need** *(approximately 2 pages)*

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| **Section 2: Documentation of Need** | |
| 1 | Identify the targeted **industries and occupations** that were chosen for this proposal and provide a brief analysis of how this project will meet the needs of these targeted industries, regional employers, and workers. *Note utilize data included in the Regional Planning Process if applicable:* [*https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/RegionalPlanning.aspx*](https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/RegionalPlanning.aspx) |
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| 2 | Describe the current workforce needs of employers or industry that you intend to support through apprenticeship programs |
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| 3 | Describe how the work of this project will result in the development or expansion of apprenticeships in communities and/or occupations where apprenticeships do not exist or are not robust. |
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| 4 | Describe the workforce needs of communities where the program participants will be recruited from and outline how your application will address these needs. |
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| 5 | Describe the applicant and partner’s (if applicable) connection and experience serving the community and population for this proposal. |
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| 6 | Provide an executive level overview of the program outreach and recruitment strategies for both the employers and jobs seekers that will be served by this grant, how they are effective, and how they are aligned with the NOFO requirements.  *(See Recruitment and Equitable Access to Apprenticeship and/or Pre-apprenticeship Opportunity requirements)* |
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**Section 3: Project Plan and Quality** *8-12 pages) Enter “NA” if the questions is not applicable to your program*

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| **Section 3: Project Plan and Quality** | | |
| 1 | What is the current status of the Registered Apprenticeship Program(s) and/or Pre-Apprenticeship program(s) you intend support/implement on this grant project? *(Check all that apply) (if choosing any pre-apprenticeship category, must also check at least one RAP category)*  If the programs are in the development or exploratory stages, describe your plan to formally establish the Registered Apprenticeship program with USDOL and/or formally link a Pre-apprenticeship Program to an established Registered Apprenticeship Program. In your response, please demonstrate that your organization has the capacity and technical skill to complete this requirement.  *Note: If existing RAP, applicants must attach the RAP work process schedule (WPS) with competencies and wage progression. If in development or exploratory, grantees must submit WPS to DCEO once registered.* | Existing RAP  RAP In Development *(working towards registration)*  Section 2: Documentation of Need *(approximately 2 pages)*  RAP in Exploratory Stage *(working to identify employers and occupations)*  Existing Pre-Apprenticeship  Pre-Apprenticeship in Development  Pre-Apprenticeship in Exploratory Stage |
| 2 | For existing RAP(s), detail the plan to work with employers to expand the RAP and describe how this will increase the number of apprentices and adding employer partners.  *(See Design and Develop Registered Program Requirements)* | |
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| 3 | For RAP(s) in development or exploratory phase, detail the plan for establishing the RAP, the occupation(s), the employer partner(s), and identify the Apprenticeship Specialist or other partners currently working with the employer or assisting with registration. Please attach an MOU or letter of interest for employers and partners, if applicable.  *(See Design and Develop Registered Program Requirements)* | |
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| 4 | Describe your approach to working with local employers or industry associations in providing work-based learning opportunities to pre-apprentices and/or developing RAPs. If applicable, describe existing relationships. *(See Employer Engagement Requirements)* | |
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| 5 | Describe how the occupations and employers that are participating in this project are meeting the USDOL Good Jobs Principles *(See Good Jobs Initiative Priority)* | |
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| 6. | Describe how the case management and career planning services will be provided including the coordination of assessment, individuals career plans, and follow up services will be provided to apprentices or pre-apprentices.  *(See Coordination of Career Planning Requirements)* | |
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| 7. | Describe any essential skills training or preparation that will be provided to workers before they are placed in apprenticeships and/or in pre-apprenticeship work-based learning opportunities. *(See Illinois Essential Employability Skills Framework)* | |
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| 8. | Provide detailed information about the training provider(s) that will provide the RAP Related Instruction/Supplemental Education for this project. Include duration of training, any industry recognized credential/accreditation/course credits, location of the training and training provider name in the response.  *(See Coordination of Related Technical Instruction / Supplemental Education)* | |
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| 9. | Provide detailed information regarding the pre-apprenticeship program curriculum and structure. Detail how the pre-apprenticeship training opportunities will support participant transition into an existing or developing RAP. Identify the RAP that program participants will enroll in before the end of this grant. *(See Pre-apprenticeship Definition Funding Note)* | |
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| 10. | Provide information regarding the supportive services and other participant retention strategies that will be provided for both RAPs and/or pre-apprenticeships. *(See Apprenticeship Support and Retention Requirements)* | |
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| 11. | Describe how you will coordinate the project activities with local or regional workforce, education including local Apprenticeship Specialists. Describe how you will coordinate to conduct business outreach, promote RAPs to the business community, etc. *(See Illinois Sector Partnerships and Talen Pipeline Management Framework to Support Employers Priority)* | |
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| 12. | Describe actions you will take to address core equity value in your programs' development, recruitment, and retention. *(See Core Equity Values Priority).* | |
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| 13. | Describe any employer incentives that you will coordinate as a part of this grant. This includes but is not limited to payments to employers for tuition reimbursement, funding to pay for the employers HR staff or consultants to establish Registered Apprenticeship positions, and other training or administrative costs directly associated with the program. | |
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**Section 4: Cost Efficiency** *(approximately 3 pages)*

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| **Section 4: Cost Efficiency, Cost Effectiveness/Return on Investment, Sustainability** | |
| 1. | Provide a summary of the project costs including:  Total Project Cost: $  Total Grant Request: $  Total Cost Per Participant: $  Total Related Training Cost Per Participant: $  Total On the Job Training Cost Per Participant: $ |
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| 2. | Provide a high-level budget narrative for each budget line item. This should include an analysis of how costs were determined and a justification the costs are reasonable and necessary to meet the objectives of the project. |
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| 3. | Provide information regarding any subcontracts or partner agreements that will be funded under this grant. Include a narrative description of the services and associated costs. |
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| 4. | Describe any programs, services, and partnerships that will be leveraged to improve the program’s cost-effectiveness, return on investment, and long-term sustainability. |
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