

The DAS SAEI Grant PY 21-25 grant focus is to support the development of new, or the expansion of existing, RAPs, as described in 29 CFR Part 29 (Subpart A) and 29 CFR Part 30. The SAEI grants will support Local Workforce Development Boards to achieve the following goals: 1) Apprenticeship system expansion to support the development, modernization, and diversification of registered apprenticeship programs (RAPs), particularly as a support for state reemployment and recovery efforts; 2) Partnership and alignment to support workforce system alignment; 3) Increasing the number of apprentices enrolled in RAPs, including from under-represented populations; and 4) Innovation in apprenticeship expansion efforts to include program development and recruitment strategies. The applicant should demonstrate in the Proposal Narrative how the applicant's approach to the focus would lead to the successful expansion of apprenticeships.

Applicant Name:

Project Name:

Project Narrative

IMPORTANT: The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It provides 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.

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. The DAS will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative.

Note to applicant: use this document as an outline by deleting all of the italicized font and inserting applicant answers. The narrative must be no longer than 20 double-spaced single-sided 8.5 x 11 inch pages with 1-inch margins and written in Arial 12-point text. You 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.

1) To ensure that the grant meets its stated goals and outcomes, we have established thresholds for the minimum number of individuals who are newly enrolled in a RAP during the period of performance, based on the amount of funds requested by the applicant. Applicants must clearly identify in the abstract the proposed number of individuals who will newly enroll in a RAP over the life of the grant, based on the minimum thresholds identified in the table below, for which they are seeking funding. Applications that fail to propose the minimum number of individuals who start in a RAP during the period of performance will be considered non-responsive, and the substance of these applications will not be considered and the application not scored.

<i>Amount of funding requested*:</i>	<i>Projected Participants Newly Enrolled in a RAP because of this Grant:</i>
\$2,500,000	500
\$1,920,000	400
\$1,440,000	300
\$960,000	200
\$480,000	100
\$240,000	50

**Based on Reimbursement Rate of \$4,800 per Registered Apprentice*

2) The California Division of Apprenticeship Standards (DAS) requires that information about all credentials (including but not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types) and competencies (knowledge, skills and abilities) developed or delivered through the use of these public federal funds be made publicly accessible through the use of linked open data formats that support full transparency and interoperability, such as through the use of credential transparency description language specifications. Moreover, the DAS encourages record of credential attainment be made available in such a manner that permits program participants to make said record digitally available for third-party search and verification after exit.

Project Narrative

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this SFP. It provides 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.

*The Project Narrative is limited to **20 double-spaced single-sided 8.5 x 11 inch pages with Ariel 12-point text font and 1-inch margins.** You 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. **The DAS will evaluate the Project Narrative using the evaluation criteria identified in the SFP.** You must use the same section headers identified below for each section of the Project Narrative.*

I. Statement of Need (10 points)

(1) Targeted Industry and Employer Demand (5 points)

- (i) *Clear identification of the industries and apprenticeable occupations to be targeted through the grant, including description of the current and future projected region-wide demand for the targeted industry(ies) and occupation(s) and how the targeted industries and apprenticeable occupations meet the education/training needs of individuals to be served. The DAS is interested in new non-traditional apprenticeship occupations within existing sectors or industries in RAPs, which, for the purposes of this SFP, is defined as industries that have not traditionally used Registered Apprenticeship. Applicants must take into consideration the impacts of the COVID-19 pandemic and any other significant events affecting local economies within their regions. In order to receive full points, applicants must identify a new non-traditional apprenticeship occupation and show evidence of COVID-19 impacts on the identified industry or occupation.*

(2) Identify Gaps in Expanding Registered Apprenticeship (5 points)

- (i) *Fully describe the targeted region(s) workforce needs and how RAPs will enhance the labor market, improve the state's economy, and align the workforce systems, such as connecting the education system, employers, labor management organizations, community-based organizations, and nonprofits.*

II. Expected Outcomes and Outputs (30 points)

Clearly identify the outcome(s) and output(s) the project is designed to meet. Outcomes are the measurable results of the project. They are the positive benefits, negative changes, or measurable characteristics that occur as a result of project activities or outputs. Outputs are tangible products

or services that result from the project. In this context, the outcome of this grant project is participant enrollment into a RAP, creation of new RAPs, or expansion of existing RAPs with new occupations.

Applicants will be judged based on how the submitted Performance Goals Matrix (Exhibit D) fully demonstrates the following:

(1) Participant Outcomes and Outputs (15 points)

Applicants that most clearly identify the outcomes and outputs that the project is designed to achieve, as a direct result of the proposed project will receive full points.

Applicants must propose to serve the number of participants based on the size of the award requested and local area considerations, such as employer demand and the population of the proposed service area.

Applicants must provide a matrix that clearly identifies the outcomes and the outputs that the project is designed to achieve. This matrix will include annual target outcomes that will be used for the purposes of technical assistance. In addition, applicants must describe in a narrative format how these outcomes and outputs align with their project goals. Applicants must include comprehensive numerical projections for each of the seven output and outcome measures identified below and defined in Exhibit D. Applicants must provide raw numbers for each of the target measures; otherwise, they will not receive full points.

Percentages, percent increases, or other types of data projections are not acceptable.

- (i) Total participants served (please refer to Exhibit C for the definition of this output measure);*
- (ii) Total participants served and who enroll in a RAP. Individuals who only complete a pre- apprenticeship but do not start a RAP are not counted in this output;*

- (iii) *Total participants who complete a RAP;*
- (iv) *Total participants who receive a certificate of completion of a RAP;*
- (v) *Median earnings in the second quarter after exit;*
- (vi) *Total participants retaining training-related employment in the second quarter after exit; and*
- (vii) *Total participants retaining training-related employment in the fourth quarter after exit.*

Applicants must provide proposed total target numbers for the four-year grant period of performance. Applicants must present their information in a performance measure outcome table (see Exhibit C for a sample format) to be included as an attachment to the Project Narrative.

Grantees are required to provide yearly outcome targets, included in their performance measure outcomes table. The DAS uses these yearly targets to better track performance and provide technical assistance support to help grantees meet their four-year outcome goals. Only applicants that most clearly identify the outcomes and outputs that the project is designed to achieve as a direct result of the proposed project will be eligible to receive full points.

The Performance Matrix must be submitted as a separate attachment and does not count against the page limit of the Project Narrative (see Exhibit D, Performance Goals Matrix).

(2) Expanding Registered Apprenticeship Programs Outputs (15 points)

- (i) *Applicants are required to provide targets for the following performance metrics to track the efforts of developing new apprenticeship programs and/or expanding existing RAPs, with new occupations and the rationale for how the target was derived. These targets must be included in the performance Goals Matrix in Exhibit D. Applicants must demonstrate their goals are feasible and achievable in order to be eligible to receive full*

points. Applicants must provide raw numbers for each of the target outcome measures; otherwise, they will not receive full points.

Percentages, percent increases, or other types of data projections are not acceptable.

- *Total number of all newly created RAPs, (e.g., new industries, occupations, or service areas);*
- *Total number of existing RAPs if applicable, that are expanded, (e.g., existing industries expanding with new occupations); and*
- *Total number of new employers engaged due to the grant (i.e., those employers that*
- *Adopt apprenticeship programs as a result of your grant project).*

III. Project Work Plan (30 points)

Scoring under this criterion is based on how the proposed project design will be implemented. This includes how the applicants will ensure the project is designed to align with the criteria for quality RAPs that directly leads to grant-funded RAPs. Applicants must design programs that address the four key SAEI grant program goals:

- *Apprenticeship system expansion to support the development, modernization, and diversification of RAPs;*
- *Partnership and alignment to support workforce system integration;*
- *Increasing the number of individuals enrolled in RAPs, including increasing access to RAPs from under-represented populations; and*
- *Innovation in apprenticeship expansion efforts to include program development and recruitment strategies.*

(1) RAP Development, Modernization, and Diversification Strategies (6 points)

- (i) *Fully describe strategies to support, expand, or develop structures that ensure that all RAPs in the targeted region(s) have the features of high-quality apprenticeship described in 29 CFR Part 29 (Subpart A) and 29 CFR Part 30, including identifying how the project will strengthen compliance with 29 CFR Part 29 (Subpart A) and 29 CFR Part 30 by all programs in the state; (3 points)*
- (ii) *Fully describe plans for how funds will be used to diversify RAP opportunities and incentivize new employer and industry partnerships and RAPs. Applicants should ensure this aligns with targeted industry(ies) and occupation(s); (3 points) and*
- (iii) *Describe the applicant's current RAP data system (if applicable) and/or strategies to develop and/or improve the general alignment of RAP data across state and federal systems to align with California's on-line registration system (CAS), CalJobs, Registered Apprenticeship Partners Information Database System (RAPIDS) and Workforce Integrated Performance System (WIPS). (2 points)*

(2) Partnership and Alignment to Support Workforce System Integration (6 points)

- (i) *Fully describe proposed strategies that build regional capacity to increase the number and quality of RAPs through stronger alignment with state agencies and education and workforce systems. Applicants must clearly identify partners and their roles in supporting alignment of the workforce system and include letters of commitment/memoranda of understanding (MOU) for each partner; complete Exhibit G - Partner Roles and Responsibilities (4 points) and*

- (ii) *Clearly demonstrate strategies to coordinate and maximize resources and assistance across federal, state and local funding streams, as well as from the private sector. (2 points)*

(3) Increasing the Number of Apprentices Enrolled in RAPs (6 points)

- (i) *Identify the total number of registered apprentices who will enroll in RAPs through the project. Applicants must propose projects that will enroll registered apprentices in numbers at the level corresponding to the proposed funding level. Applicants who do not identify a total number of registered apprentices enrolled in RAPs that aligns with the corresponding requested funding amount will receive zero points for this criterion; (2 points) and*
- (ii) *Fully describe strategies to recruit, enroll, and retain apprentices, including modifying and/or developing curricula, funding for supportive services, provision of TA to designated partners, and targeting employer/sponsors. Additionally, include a detailed description on how the applicant plans to identify and target the underrepresented populations in which the DAS is interested in increasing access to RAPs, including youth, women, people of color, formerly incarcerated individuals, and persons with disabilities, as well as the protected groups identified in 29 CFR Part 30. (4 points)*

(4) Innovation in Apprenticeship Expansion Efforts (4 points)

- (i) *Identify and fully describe innovative strategies to support efforts to expand and modernize apprenticeship, particularly around program development and recruitment strategies, as it aligns with activities identified in Section I.C.2. This description must clearly identify the goal and strategies to meet and/or grow the objectives, leadership*

support, resources required, and the expected transformative impact, e.g. how the success of the goal will affect the Registered Apprenticeship system; (2 points) and

- (ii) *Clearly identify data or other sources that would support the need for the proposed innovation(s). Applicants will be scored on the quality of information, such as LMI, research, etc., that would support the need for the innovation. (2 points)*

(5) Work Plan (6 points)

Scoring under this criterion is based on the application identifying and including clear and complete project goals, milestones, key activities, and key partners of the proposed apprenticeship program. Applicants should provide this information in attachments (See Exhibit C for Work Plan template). Note: Attachments do not count against the 20-page limitation.

The narrative description must clearly identify the overall project goals and milestones for developing and/or expanding RAPs. The narrative description must demonstrate that milestones are feasible based on the project design. To that end, the work plan must clearly describe short-term, mid-term, and long-term milestones that capture the results of developing and/or expanding apprenticeships. The work plan must include all of the following:

- (i) *Project goals, which are the overarching achievements that will be pursued;*
- (ii) *Milestones, which are 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;*
- (iii) *Key Activities, including timeframes for development and/or expansion of RAPs, deployment of RAPs, and/or enrollment in RAPs, or pre-apprenticeship programs that directly lead to grant-funded RAPs; and*
- (iv) *Key partner(s) identified for key activities.*

IV. Organizational, Administrative, and Fiscal Capacity (20 points)

(1) Capacity of Applicant, Partnership Structure, and Administrative Controls and Systems (8 points)

The application must include a detailed description demonstrating the applicant's capacity to effectively manage each component of the program including a narrative portion as indicated below:

- (i) *Detailed description demonstrating the applicant's capacity to effectively manage each component of the program, including a project management plan and a communications plan for efficient and effective management of the project with all partners and staff and demonstrating its 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). Provide a staffing plan that describes 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. (4 points)*

(2) Financial, Data Collection, and Performance Reporting Systems (6 points)

- (i) *Applicants must agree to meet DAS and DOL reporting requirements and provide individual record-level data that would be made available for evaluation and national reporting purposes. Applicants must provide a comprehensive description of the existing or planned systems and processes that the applicant will use to provide timely and accurate financial and participant-level performance reporting, including the process*

for tracking participant-level data on participant characteristics, services, activities, and employment outcomes of registered apprentices served through the project to report to the DAS and DOL during the life of the grant. In addition, the description must detail how these systems will be used to regularly assess progress towards the identified performance goals and that rigorous performance reporting will be taken into account in staffing and budgeting plans. (6 points)

(3) Sustainability (7 points)

- (i) *Detailed description of a clearly delineated sustainability strategy that includes the following elements:*
 - a. *Convincing description of the resources the program will use to ensure institutional capacity to support the program in the long-term, demonstrating strong potential to continue program activities without future federal funding, including accomplishments or innovations that support a broader workforce development agenda; (4 points) and*
 - b. *Demonstration of plans for the sustainability of partnerships, in particular, those that align with expanding RAP and workforce system integration. (3 points)*

V. Budget Narrative and Plan (10 points)

The Expenditure Form, Budget Summary, Budget Narrative, and Supplemental Budget (if Applicable) will be used to evaluate this section. Please see Proposal Instructions for more information on the requirements.

Expenditure Plan – Exhibit F

Budget Summary – Exhibit G

Budget Narrative – Exhibit G2

Supplemental Budget (if Applicable) – Exhibit H

The Expenditure Plan, Budget Summary, Budget Narrative and the Supplemental Budget Narrative do not count against the page limit requirements for the Project Narrative.

Scoring will be based on a detailed explanation of how the budget is reasonable and feasible based on the activities outlined in the Project Narrative, how the proposed expenditures will support a comprehensive workforce strategy and training/employment activities in the selected sector for the target populations and whether key personnel have adequate time devoted to the project to achieve project results.

The Budget Narrative must provide a description of costs associated with each line item on the Budget Summary (Exhibit E). Each category should include the total cost for the period of performance.

VI. Bonus Points

Additional Bonus points can be awarded based upon the number of new apprentices registered from:

- *New apprentice programs with new occupations (New Apprentice programs are approved by DAS after July 1, 2021)*
- *Existing Apprentice programs registered under a new occupation (New occupation is an occupation approved by DAS after July 1, 2021)*

Additional Points for Registered Apprentices under the SAEEl Grant registered in new apprentice programs/occupations approved after July 1, 2021.	Maximum Bonus Points
1 to 150 Registered Apprentices	5
151 to 300 Registered Apprentices	10
301 to 450 Registered Apprentices	15
451 to 514 Registered Apprentices	20

Additional Points for Registered Apprentices under the SAEEl Grant registered in new occupations from apprenticeship programs approved after to July 1, 2021.	Maximum Bonus Points
1 to 150 Registered Apprentices	3
151 to 300 Registered Apprentices	6
301 to 450 Registered Apprentices	9
451 to 514 Registered Apprentices	12

The DAS reserves the right to request additional information from applicants for evaluation purposes. At its sole discretion, the DAS reserves the right to reject all applications, reject individual applications for failure to meet any requirement, award in part or total, and waive minor defects and non-compliance. Only those proposals that score in the top tier, are deemed meritorious, and are in the best interest of the state will be recommended for funding. The DAS reserves the right to conduct on-site reviews prior to making final funding recommendations.

VII. Exhibits, Additional Documents and Attachments to the Project Narrative (Exhibit A)

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. We will exclude only those attachments listed below from the page limit.

*Exhibit A1 SFP Cover/Signature
Exhibit A2 Project Abstract
Exhibit B Project Narrative
Exhibit C Project Work Plan
Exhibit D Performance Goals Matrix
Exhibit E Partnership Roles and Responsibilities
Exhibit F Expenditures
Exhibit G Budget Summary
Exhibit G2 Budget Narrative and Plan
Exhibit H Supplemental Budget (if applicable)
Partnership Letters – Required for all Mandatory Partners*

You must not include additional materials such as resumes or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.