**APPRENTICESHIP GRANT REQUEST FOR FUNDING**

**Executive Summary & Background:**

The Department of Higher Education and Workforce Development (DHEWD), Office of Apprenticeship & Work-Based Learning (OAWBL) was established by Governor Michael Parson through Executive Order 19-20. This Office is tasked with increasing the number of individuals in registered apprenticeship programs (RAPs), including pre-apprenticeship opportunities leading to RAPs, among other work-based learning programs. To support these initiatives, OAWBL regularly seeks out grants and, when possible, provides opportunities for entities to apply for funding to support apprenticeship expansion.

OAWBL is currently accepting requests for funding project proposals to support apprenticeship expansion and the launching of new apprenticeship programs, including pre-apprenticeships leading to RAP employment. OAWBL is particularly interested in projects that are focused in the following areas: **K-12 teacher occupations, care economy (childcare, home or long-term care, etc), climate/clean energy, public sector, supply chain (logistics, transportation, manufacturing), construction** **trades, IT-related, manufacturing, and healthcare, including public health care**; however, other occupations will be considered based off the type of funding available.

Funds can support Personnel & Fringe, costs for the Related Technical Instruction (up to $2000 per apprentice), costs for pre-apprenticeship program, and Supportive Services (up to 20% of total budget.) No other costs will be allowed/supported through this funding opportunity.

All proposals must include the below information. The proposal must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project. Proposals that are missing details may not be considered for funding or will severely delay the ability to review and make a determination.

Projects will be awarded based upon available grant funding and will have a planned period of performance date of July 1, 2024-June 30, 2025. It is possible that revisions to the proposed budget and/or outcomes will occur based off funding availability. OAWBL will seek to provide access to funding that best fits each proposal awarded.

**Project Narrative Required Elements**

**Statement of Need**

Describe in both quantitative and qualitative terms the need for assistance to expand and modernize the Registered Apprenticeship system, including the nature and scope of the problem, and the consequences of not addressing the need, and cite relevant sources for consideration. Describe the workforce needs based on current labor market information from MERIC and the needs of the associated programs.

**Project Description**

Due to funding requirements, OAWBL is particularly interested in projects serving individuals who are considered dislocated workers, unemployed, long-term unemployed, and incumbent workers. Describe the project, including the individuals targeted to receive services.

Clearly indicate whether the planned project is for registered apprenticeship or pre-apprenticeship activities and how the project will be carried out, the design of the RAP or pre-apprenticeship programming, and what occupations will be targeted. Pre-apprenticeship program designs must align with the quality framework listed within [Training and Employment Notice (TEN) 23-23](https://www.dol.gov/agencies/eta/advisories/ten-23-23). The project description must clearly describe how the pre-apprenticeship program includes all components referenced in the TEN. All pre-apprenticeship programs must include supporting documentation to verify the pre-apprenticeship has an established relationship with a registered apprenticeship program (e.g., letter of support, articulation agreement.)

Describe the distinct roles that all planned partners and sponsors will play in the project. Identify project impact and existing relationship(s) with partner organization(s) to increase equity and accessibility to the planned program. Provide a description of how the partnership(s) will enhance efforts to increase apprentice diversity and create safe, inclusive, and accessible workplaces for Missourians. Any additional information regarding the program (flyers, website, etc.) are appreciated. **Performance**

Provide performance measures applicable to the project, whether pre-apprenticeship or registered apprenticeship.

Minimal performance goals are:

1. Planned number of participants served in pre-apprenticeship and/or RAPs
2. Number of participants who successfully completed pre-apprenticeship and/or RAP training
3. Number of pre-apprentice completers who entered training-related employment
4. Number of pre-apprentice completers placed in RAPs
5. Number of interim credentials earned (not counting the RAP certificate of completion)

Share plans for evaluating each participant’s progress in the described program. For pre-apprenticeship projects, describe the process for connecting participants to the associated registered apprenticeship program or their next step on their career pathway. Provide a description of how your project will positively influence credential attainment and sustained employment 6 months and 12 months after participant completion. Please provide projected median earnings and potential earnings based on career pathways and employer-partner wage schedule. Please share the communication plan with all partners and affirm commitment to adhere to monthly reporting requirements and timely case management. Describe how this initial investment will have sustained impact after the funding period has expired.

**Milestones & Measures**

Please provide a timeline for the delivery of services with measurable goals for each phase of the project.

**Project Coordination**

(Please identify roles for project coordination. Your technical assistance contacts from OAWBL will be contacting these individuals if awarded funds.)

***Who on your team is responsible for work within project and collaborating? Each applicant must designate at least one lead point of contact for the project and assign responsibilities below.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Phone Number* |
|  |  |  |

***Who on your team is responsible for case management? Each applicant must designate a responsible party for case management. This may or may not be the lead point of contact.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Phone Number* |
|  |  |  |

***Who on your team is responsible for monthly reporting? Each applicant must designate a responsible party for monthly reporting. This may or may not be the lead point of contact.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Phone Number* |
|  |  |  |

***Who on your team is responsible for financial reporting? Each applicant must designate a responsible party for financial reporting. This may or may not be the lead point of contact.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Phone Number* |
|  |  |  |

***Identify any potential challenges with successful implementation and/or sustainability that would require technical assistance from OAWBL.***

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| --- | --- |
| Challenges | Mitigation Strategy |
|  |  |

**Budget**

Provide a detailed budget following the template provided. A narrative must be provided for each line item with a cost. Narrative must describe how the funds associated with each line item will be used to support the project.

Note: OAWBL will only fund Personnel & Fringe, costs for the Related Technical Instruction (up to $2000 per apprentice), costs for pre-apprenticeship program, and Supportive Services (up to 20% of total budget). Your budget must include a narrative for each line item your organization is request funding for. See clarifications for narrative details.

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| --- | --- | --- | --- |
|  | Budget | Narrative | CLARIFICATIONS |
| Program Costs: | |  |  |
| Personnel | $ - |  | List all staff positions by title; give annual salary, percentage of time devoted to project, and amount of position’s salary funded by the grant. |
| Fringe benefits | $ - |  | List fringe benefits amounts according to FTE % noted above |
| Participants Costs: | | |  |
| REGISTERED APPRENTICESHIP TRAINING | $ - |  | Explain all costs covered under the registered apprenticeship training. Include costs for testing fees, curriculum & associated books for the training, etc. Project will only cover $2000/per apprentice for RTI. |
| Pre-apprenticeship training | $ - |  | All pre-apprenticeship programs must listed on the state’s ETPL. Cost noted should match the ETP listing. |
| Supportive Services | $ - |  | Identify what supportive services will be provided (example: occupational clothing/PPE, transportation assistance, food, etc) |
| Program Costs Subtotal: | $ - |  |  |
| Total Budget: | **$ -** |  |  |

**OTHER REQUIRED CONTRACTING DETAILS:**

1. Include name(s) and email address(es) for the agreement signatories (person authorized to sign the agreement) as well as names and email addresses for any other persons the organization wishes to receive a copy of agreements, financial notifications, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | *Title* | *Classification (Signatory, Copy Only)* |
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1. Provide proof of nonprofit organization status with proposal, *if applicable*.
2. Funds will be distributed electronically. In order to receive payments, the organization must be registered as a vendor on [MissouriBUYS](https://missouribuys.mo.gov/). If the organization is not already registered as a vendor, please take the steps to do to reduce delays in the awarding process. Registration and instructions are available online at: <https://missouribuys.mo.gov/registration>.
3. To expedite the delivery of the contract, the following exhibits must be signed before the release of the contract. Please complete and send exhibits with the Proposal. *Note, failure to include signed exhibits will not prevent the proposal from being considered responsive.*
   1. E-Verify Work Authorization Documentation
   2. Federal Funding Accountability and Transparency Act (FFATA) Data Form
   3. Anti-Discrimination Against Israel Act Certification
   4. Miscellaneous Information
4. All proposals approved must list the pre-apprenticeship and/or registered apprenticeship program on Missouri’s Eligible Training Provider List prior to enrollments. If programs are currently not listed, do so here: <https://jobs.mo.gov/community/missouri-eligible-training-provider-system>.

**OTHER INFORMATION**

You will receive an e-mail from DocuSign asking you to sign contracting documents and return via e-mail. This is a legitimate e-mail and an important first step in our contracting process. You may also receive emails from [DHEWD.FinancialMgmt.Contracts](mailto:dhewd.finmgmt.contracts@dhewd.mo.gov) ([dhewd.finmgmt.contracts@dhewd.mo.gov](mailto:dhewd.finmgmt.contracts@dhewd.mo.gov)) throughout the contracting process.

**Questions** can be directed to our Apprenticeship team at [apprenticeship@dhewd.mo.gov](mailto:apprenticeship@dhewd.mo.gov) or by calling Donna Brake at (573) 526-8259.

**Submit full application**by **Monday, May 1, 2024** to:

Email: [apprenticeship@dhewd.mo.gov](mailto:apprenticeship@dhewd.mo.gov)   
Subject: PY24 Apprenticeship Missouri RFF