

APPLICATION FOR \$50,000 REGISTERED APPRENTICESHIP PROGRAM DEVELOPMENT

Apprenticeship Building America (ABA) Grant Partner

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The total funding of the ApprenticeshipNH initiative is \$12.07M with 99% funded through the following U.S. Department of Labor-Employment and Training Administration grants in the amounts indicated: State Apprenticeship Expansion 2020 (SAE2020) \$3.45M, State Apprenticeship Expansion Formula (SAEF) \$2.82M, Apprenticeship Building America (ABA) \$5.8M. Additional support of less than 1% is provided by third party scholarship grants.

NOTE: per federal grant guidelines your organization must be **fully registered** with SAM.gov in order to apply for and receive this funding. For information regarding registering with SAM.gov, visit: www.youtube.com/watch?v=TNnCTYbGzH4

Please enter your Unique Entity ID here: _____

Expanding the Infrastructure of Registered Apprenticeship across New Hampshire

The Community College System of New Hampshire (CCSNH) seeks to improve statewide apprenticeship resources and networks by establishing four Regional Apprenticeship Hubs that align with community college partner geographic locations. The main purpose of the Regional Hubs is to support the needs of industry in the development and expansion of Pre-Apprenticeships and Registered Apprenticeship Programs (RAP's) across a spectrum of sectors and occupations, including the state-identified in-demand industries: Healthcare, Technology, Manufacturing, Construction, Hospitality, Transportation/Logistics, and Education/Childcare. This apprenticeship Hub model is aligned with and supports state goals, objectives, and plans; all of which reference and support the expansion of RAPs as an immediate and critical solution to developing workforce talent. Through this four-year effort, CCSNH seeks to engage at least 50-100 employers and enroll 500-700 participants in RAPs, as well as develop 32 new Pre-Apprenticeship programs whilst expanding 60 existing Pre-Apprenticeships. Underscoring this work is the promotion of greater inclusion, equity, diversity, and access to these workforce solutions whereby at least 30% of participants will be from underserved populations.

Key drivers to the success of the Hub model are statewide partner organizations whose purpose is to expand the infrastructure of registered apprenticeship in New Hampshire and promote the development of registered apprenticeships and pre-apprenticeships across the state. In particular, partners must have outreach strategies for underrepresented/underserved populations and be able to build RAP's targeting specific populations.

Grant Overview

GRANT: \$50,000 contract to develop a new Registered Apprenticeship Program (12-months duration).

SUBMISSION DEADLINE: Rolling deadline until funds are expended.

FUNDING AMOUNT: CCSNH has \$340,000 to disburse annually across all ABA partner organizations. Once ABA funds have been exhausted, no additional programs will receive reimbursements. Payments to awardees will be made monthly or quarterly upon receipt of Narrative and Financial Reports together with an invoice. Submission of an application does not guarantee funding.

Project Overview

ABA Partner agrees to contract with the Community College System of NH for the purpose of expanding the infrastructure of registered apprenticeship in New Hampshire and promoting the development of registered apprenticeships and pre-apprenticeships across the state.

\$50,000 FOR THE DEVELOPMENT OF A NEW REGISTERED APPRENTICESHIP PROGRAM

Application Requirements

- One lead organization
- Letters of commitment from at least one employer partner(s)
- Letters of commitment from at least two community organization(s)
- Identified occupation and need
- Short description of the partnership and projected outcomes
- Budget

Contract Deliverables

- Registered Apprenticeship Program (RAP) standards developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a Pre-Apprenticeship and/or RAP
- \$50,000 for the development of a new Registered Apprenticeship Program (one year contract)
- This can be one new program or one expanded program
- 25 apprentices over the year

Important Information and Requirements

U.S. Department of Labor (DOL) allowable use of grant funds to support any Registered Apprenticeship Program (RAP) launch and sustainability include:

- Registration of RAPs with the Department.
- Costs related to design and startup of RAPs: can include costs to administer/manage a RAP.
- Classroom education or online training for apprentices: payment must be made directly to an education provider, not as a reimbursement to an apprentice.
- Train-the-trainer costs or activities.
- Training supplies for apprentices (in consultation with ApprenticeshipNH) and/or curricula development.

**Per U.S. Dept. of Labor, grant incentive funds cannot be used for apprentice wages, mentor stipends or any type of supportive services*

1. All proposals must be submitted on this application form and the budget section should total \$50,000.
2. Applicant should provide letter(s) of commitment from partner organization(s) with their proposal.
3. Quarterly narrative and financial reports will be required.
4. Funds released monthly or quarterly (identified in contract) based on progress and invoice submission.
5. Successful applicant attends monthly check-ins with grant staff and quarterly all-subrecipient meetings.
6. Successful applicant must use the application *ApprentiScope*.
7. Successful applicant must abide by ApprenticeshipNH branding guidelines and nomenclature, use of approved logos as well as other intellectual property rights as outlined in the grant.
8. Successful applicant must attend all educational opportunities or send a representative.
9. Successful applicant must have representation at Apprenticeship Week events and/or host an event.

At the sole discretion of CCSNH and based upon the successful applicant’s proven ability to meet contract deliverables with additional time, contracts may be extended in order for deliverables to be met, at no additional cost to CCSNH. The terms of any extension shall be negotiated on a case-by-case basis.

Application Instructions

To be considered for a contract, applicants are required to submit the following form and the included budget together with commitment letters from all partner organizations.

Award Criteria and Process

A panel at CCSNH will review proposals and select the awardees. Award criteria is based on a maximum possible score of 100 points as follows:

- Demonstrated commitment to DEIA – 25 points
- Strategy to meet expected outcomes based on funding option – 25 points
- Recommendation and commitment of community partners – 25 points
- Optimizing utilization of available funds – 15 points
- Demonstration of sustainability beyond funding period – 10 points

To be eligible for an award a minimum score of 50 points is required.

Applicant Information

Program Name: _____
Contact Name: _____
Address: _____
Phone: _____
Email: _____

Application for \$50,000 for development of new Registered Apprenticeship Program

1) In 300 words or less, please explain the Registered Apprenticeship Program (RAP) that you are developing:

2) Please outline your strategy for the development of this program:

3) Which underserved population(s) will you be targeting with this project (e.g., veterans, racial and ethnic minorities, women, individuals in recovery and those currently or formerly incarcerated) and how you will achieve this:

4) Which community/industry organization(s) will you be partnering with and have you included their commitment letter with this application:

5) How many new apprentices will be served by this award: _____

6) How will you ensure all required information and data will be shared with ApprenticeshipNH quarterly:

7) How do you intend to sustain this project beyond the contract period:

8) Project Budget

Please detail your project budget:

**Construction costs and equipment costs are not allowable for reimbursement from this grant*

COST CENTER	AMOUNT	DETAIL
Personnel		
Fringe		
Travel		
Supplies		
Contractual		
Other		
TOTAL		

Documents

At a minimum, each application should include:

- Completed Application Form including Project Budget
- Letters of Commitment from Applicant's Industry or Community Partners
- Applicant's Certificate of Insurance
- Applicant's W-9 Tax Form

All applications should be submitted to Charlotte Williams, cpwilliams@ccsnh.edu