

# APPLICATION FOR \$25,000 REGISTERED APPRENTICESHIP PROGRAM IMPLEMENTATION

## Apprenticeship Building America (ABA) Grant Partner

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*The total funding of the ApprenticeshipNH initiative is \$9.57M with 99% funded through the following U.S. Department of Labor-Employment and Training Administration grants in the amounts indicated: State Apprenticeship Expansion Formula (SAEF) \$3.77M and Apprenticeship Building America (ABA) \$5.8M. Additional support of less than 1% is provided by third party scholarship grants.*

### Expanding the Infrastructure of Registered Apprenticeship across New Hampshire

The Community College System of New Hampshire (CCSNH) aims to enhance apprenticeship resources and networks statewide by establishing four Regional Apprenticeship Hubs. These hubs will be strategically aligned with community college locations to better serve local industries.

The primary goal of these Regional Hubs is to develop and expand Pre-Apprenticeships and Registered Apprenticeship Programs (RAPs) across various sectors, including New Hampshire's high-demand industries such as Healthcare, Technology, Manufacturing, Construction, Hospitality, Transportation/Logistics, and Education/Childcare.

This Hub model supports state goals and workforce development plans, positioning RAPs as a crucial solution to address talent shortages. CCSNH plans to engage 50-100 employers and enroll 500-700 participants in RAPs. Additionally, we aim to create 32 new Pre-Apprenticeship programs and expand 20 existing ones.

Our statewide partners play a vital role in this model. They are responsible for expanding apprenticeship infrastructure and promoting the development of both registered apprenticeships and pre-apprenticeships. Partners are also expected to have outreach strategies for all residents of New Hampshire.

### Grant Overview

**PURPOSE/INTENT:** This \$25,000 grant is to develop and implement a new Registered Apprenticeship Program and/or expand an existing program. The primary objective is to create a strategic framework that outlines how your organization, in collaboration with partners, will implement and sustain apprenticeship programs. The focus should be on exploration, planning, identifying key steps and outlining the resources needed to achieve your goals (six-month duration).

**SUBMISSION DEADLINE:** Rolling deadline until funds are expended.

**FUNDING AMOUNT:** CCSNH has \$340,000 to disburse annually across ABA partner organizations. Once funds are exhausted, no additional programs will receive reimbursements. Payments to awardees will be made monthly or quarterly upon receipt of Narrative and Financial Reports including an invoice. Submission of an application does not guarantee funding. A notice of an award does not guarantee funding. Additional information and consultation with the ApprenticeshipNH team may be required to meet specific conditions of the award.

**Allowable use of grant funds includes:**

- Registration of RAPs: Costs associated with registering the apprenticeship program with the Department of Labor
- Design and startup costs: Administrative expenses related to establishing the apprenticeship program. Includes consultation contracts with subject matter experts
- Classroom or online training: Payments must be made directly to educational institutions
- Train-the-trainer activities: Costs associated with preparing trainers to deliver the apprenticeship program
- Training supplies: Purchase of materials needed for training apprentices

**Prohibited expenses include:**

- Apprentice wages or stipends
- Mentor stipends
- Supportive services (e.g., transportation, childcare)
- Direct scholarship paid to apprentices

**Eligibility Requirements:**

- Your organization must be registered to operate in New Hampshire
- Your organization must be fully registered and in good standing with SAM.gov
  - Please enter your Unique Entity ID (UEI): \_\_\_\_\_  
(Note: If you do not have a Unique Entity ID, you can obtain one by registering your organization on SAM.gov. For guidance on how to register, please visit [www.sam.gov](http://www.sam.gov))

**Application Requirements:**

- One lead organization
- Letters of commitment from at least one employer partner(s)
- Letters of commitment from at least one community organization(s)
- Identified occupation and need
- Identified project outcomes – must include one or more of the following:
  - Developed Standards for a new Registered Apprenticeship program
  - Developed Pre-Apprenticeship agreement for an existing program
  - Partnership to expand an existing registered apprenticeship program
- Identified partner roles to meet project goals and objectives
- Budget and budget details
- 12 apprentices during the six-month duration

## Application Process

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.

- Prepare Documents: Ensure all required documents accompany the application:
  1. Completed Application Form including Project Budget
  2. Letters of Commitment from Applicant's Industry or Community Partners
  3. Applicant's Certificate of Insurance
  4. Applicant's W-9 Tax Form
- Confirm Eligibility: Verify your organization is registered with SAM.gov and has a Unique Entity ID (UEI).
- Submit Application: Send all documents in one email to Brianna Hayward, ABA Grant Manager, [bhayward@ccsnh.edu](mailto:bhayward@ccsnh.edu).
- Follow-Up: Upon submission, you will receive a confirmation email. Keep this for your records.
- Review Period: Your application will be reviewed by a panel then you will be notified of the decision within 30 days after confirmation of submission.

## Award Criteria and Process

Applications will be reviewed and scored by a panel of ApprenticeshipNH team members. Award criteria will be based on a maximum possible score of 100 points, with a minimum of 50 points required for eligibility. Points are awarded as follows:

- Commitment to outreach strategies for all residents of New Hampshire – 25 points: Provide concrete examples of specific outreach strategies to all residents of New Hampshire.
- Strategy to meet expected outcomes based on funding option – 25 points: Clearly define your objectives and provide a realistic roadmap to achieve them within the grant period.
- Recommendation and commitment of community partners – 25 points: Include strong letters of commitment from partners, highlighting their specific role in the project.
- Optimizing utilization of available funds – 15 points: Demonstrate efficient use of funds with detailed and justified budget allocation.
- Demonstration of sustainability beyond the funding period – 10 points: Explain how the project will continue to operate and generate value after the grant ends.

## Applicant Information

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Application for \$25,000 for Registered Apprenticeship Program (six-month contract from date of award)

- 1) Project summary: Provide a high-level overview of your plan, goals and strategies for the Registered Apprenticeship Program that you are developing.

- 2) Identified occupation and need: Describe the need for your organization and partners and the anticipated benefits received from the project.

- 3) Identify the projected outcomes: Describe the anticipated results of your process, such as the development of apprenticeship standards. Please be as specific as possible.

- 4) Identify partner organizations and their role in reaching your identified outcomes: List and describe each partner role.

5) Identify key steps and activities: Identify the major phases of your planning, from initial research to key steps and activities. Please include a timeline for the activities.

6) Identify challenges: Address potential challenges and how you plan to mitigate them during the development and implementation process.

7) Project Budget

Please provide a detailed breakdown of how grant funds will be used to support each phase of the plan.

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

COST CENTER	AMOUNT	DETAIL
Personnel		
Fringe		
Travel		
Supplies		
Contractual		
Other		
TOTAL		

## Award/Contract Requirements

1. Quarterly narrative and financial reports are required.
2. Funds released monthly or quarterly (identified in contract) based on progress and invoice submission.
3. Award recipient attends monthly check-ins with grant staff and quarterly all-subrecipient meetings.
4. Award recipient must use the application *ApprentiScope*.
5. Award recipient must abide by ApprenticeshipNH branding guidelines and nomenclature, use of approved logos as well as other intellectual property rights as outlined in the grant.
6. Award recipient must incorporate the ApprenticeshipNH logo and contact information on all media and marketing efforts.
7. Award recipient must attend all educational opportunities or send a representative.
8. Award recipient must have representation at National Apprenticeship Week events and/or host an event.
9. At the sole discretion of CCSNH and based upon the Award recipient's proven ability to meet contract deliverables with additional time, contracts may be extended 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.
10. Award recipient must agree to 12 apprentices during the six-month duration.

Failure to meet the above requirements may result in suspension of funding and affect future grant eligibility.

## Application Resources

- Consultation with ApprenticeshipNH

This 90-minute consultation is designed to assist organizations in completing the application to support the development of registered apprenticeship programs and pre-apprenticeship programs. The ApprenticeshipNH team will clarify the application process, provide guidance on best practices, and ensure that applicants are well-positioned for success.