



APPRENTICESHIPUSA STATE EXPANSION GRANT (SEG)

REQUEST FOR APPLICATION

FOR

**EXPANDING REGISTERED APPRENTICESHIP (RA) AND PRE-APPRENTICESHIP
PROGRAMS IN INDIANA**

(January 1, 2017 through March 30, 2018)

INTRODUCTION

On October 21, 2016, the Indiana Department of Workforce Development (DWD) was awarded an ApprenticeshipUSA State Expansion Grant (SEG) from the U.S. Department of Labor to expand Registered Apprenticeship programs throughout Indiana.

The awarded grant is designed to help states develop and implement comprehensive strategies to support apprenticeship expansion. The grants are also intended to engage industry and workforce intermediaries, employers, and other partners to expand and market the apprenticeship model of training to new sectors and underserved populations. Indiana hopes to utilize the funding to enhance the state's capacity to conduct outreach and work with employers to start new apprenticeship programs, as well as expand and diversify participation in apprenticeship through state innovations, incentives, and system reforms.

PURPOSE

The purpose of this Request for Application (RFA) is to solicit applications from existing and emerging apprenticeship and pre-apprenticeship programs for sub-grant funding. The SEG sub-grant applicants should focus their work on:

- Engaging industry and other partners to expand the apprenticeship model of training to new non-traditional employment sectors and populations; and/or
- Development of innovative ways to incentivize employers to develop and offer apprenticeship programs; and/or
- Identifying ways to promote apprenticeships to underserved populations (e.g. women, minorities, graduating high school seniors) and advance greater inclusion and diversity in apprenticeships; and/or
- Creating or expanding pre-apprenticeship programs (for both high school aged youth and adults).

GRANT AWARD

DWD will sub-grant up to \$700,000 which will be awarded based upon the strength of individual applications. DWD reserves the right to adjust individual award amounts based upon performance and timelines. Awards will be made based upon an applicant's plans to increase **diversity** within Indiana RA and pre-apprenticeship programs in terms of age, ethnicity, gender, socio-economic status and employment sector as well as an applicant's strategies to engage industry, education and community partners to expand apprenticeships in non-traditional sectors and increase opportunities in growing sectors such as information technology (IT), healthcare and advanced manufacturing.

ELIGIBILITY INFORMATION

Eligible applicants are any education and workforce partners/organizations, not-for-profits, community based organizations and employers/companies. This list is not exhaustive and DWD welcomes all to apply.

USE OF GRANT FUNDS

An applicant is required to submit an application that describes the proposed use of grant funds, timelines for completion, projected outcomes, and detailed narratives of costs for each activity. Administrative costs are limited to 10% of the award amount. Eligible expenses could include, but are not limited to, work-and-learn training and supportive services, as well as those listed in the sample budget/budget narrative in Attachment 1.

APPLICATION SUBMISSION AND REQUIREMENTS

SUBMISSION OF APPLICATION

The application, including all required documents and attachments, must be sent via e-mail to Charles Reeves at creeves2@dwd.in.gov and received by **4:00 p.m. EST on December 12, 2016**. Applications, including signatures, must be submitted in PDF format.

Applications received after the date and time listed above will be deemed non-responsive and will be rejected. Applications sent via fax or United States Postal Service (USPS) mail will not be accepted. Applications sent via fax or USPS mail will be deemed non-responsive and will be rejected.

KEY DATES

Event	Date
Release of RFA	November 14, 2016
Deadline to Submit Questions	November 21, 2016
Responses to Written Questions	November 30, 2016
Submission Due Date for Applications	December 12, 2016 by 4:00pm EST
Anticipated Notice of Award Date	December 23, 2016
Anticipated Grant Start Date	January 1, 2017
Anticipated Grant End Date	March 30, 2018

APPLICATION

The application is limited to 15 double-spaced single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins. Any materials beyond the specified page limit will not be reviewed. Applicants should number the application beginning with page number 1.

ATTACHMENTS

In addition to the application, an applicant must submit the following attachments:

- An 'Application Information Sheet,' which shall contain the following:
 - Name of the applying organization;
 - If a consortium of organizations or regional partners is partnering for an application, please list the fiscal agent as the main applying organization.
 - Address / Phone Number; and
 - Contact name and information.

- A work plan and implementation schedule, including staff responsibility, expected milestones, and projected outcomes.
- A Budget and Budget Narrative (see sample in Attachment 1).

Please note any requested attachments will not count towards the page limit indicated above. The documents are required to be submitted together by the application deadline.

In the event an application lacks the required documents listed below or the documents are incomplete, the application will be deemed non-responsive and will be rejected.

QUESTIONS REGARDING THE RFA

Applicants may submit questions via email to Charles Reeves at creeves2@dwd.in.gov.

All questions shall be clearly identified and marked "Questions Relating to SP-NEG" in the subject line. To ensure a response prior to the submission due date for applications, questions must be received by **November 21, 2016**.

A final list of questions and answers will be posted by November 30, 2016 on the DWD website at www.in.gov/dwd/apprenticeship.htm.

EVALUATION CRITERIA

This section identifies and describes the criteria that will be used for each category to evaluate the application. DWD will award points based on how well an applicant fully demonstrates its approach and/or qualifications. It is recommended that applicants structure their application around the evaluation criteria and sub-criteria in the same order in which they are listed and described below:

CRITERION	TOTAL POSSIBLE POINTS
1. Management (Program Delivery)	50
(a) Strategic Approach – Primary Focus, Rationale, and Objectives	(35)
(b) Staff Capacity	(15)
2. Quality ,including Demonstrated Experience	25
3. Partnership Commitment and Resources	25
4. Budget / Budget Narrative	0

1. Management – Program Delivery (45 points)
 - a. Strategic Approach – Primary Focus, Rationale, and Objectives (Total of 35 points)
 - The applicant shall include a clear and concise, detailed descriptive plan that includes the organization’s mission and structure for creating or expanding apprenticeship and pre-apprenticeship programs.
 - The application shall include a clear and compelling description of the need for funding. Describe the proposed use(s) of grant funds, timeline(s) for completion,

persons responsible for implementation of each activity or phase(s) of an activity, and detailed cost(s) associated with each activity.

b. Staff Capacity (Total of 10 Points)

- List the professional and support positions and number of personnel in each position.

2. Quality and Demonstrated Experience (Total of 25 points)

- Include years of experience, expertise in working with target audience with specific grant products, and outcomes achieved (which include number of clients served, placed, and retained).

3. Partnerships and Commitments (Total of 25 points)

- Discuss the partners with which the applicant is planning to collaborate, and identify the nature of the partnership (including informal arrangements, such as cross-staff training, shared data, cross-referral, and formal agreements such as MOUs), and resources available to the partnership.

4. Budget / Budget Narrative

- Include a budget and budget narrative, which shall contain a concise narrative explanation to support the budget request.

REVIEW OF APPLICATIONS AND GRANT AWARD PROCESS

Each application will be checked for the presence or absence of required information. The review committee will be comprised of members from DWD. Notice of Grant Award and contracts will be distributed to chosen applicants shortly after the Anticipated Award Date of December 23, 2016.

ATTACHMENT 1 – SAMPLE BUDGET AND BUDGET NARRATIVE

Please Note: Applicant must provide a budget and detailed budget narrative that breaks down use of requested funds.

Administrative Costs:

Salaries/Benefits:

Contract Services:

Travel:

Materials/Supplies:

Miscellaneous:

Equipment Purchases:

Total \$