**FORMATTED GRANT TECHNICAL PROPOSAL**

**FEJA Craft Apprenticeship Program**

|  |  |
| --- | --- |
| **Applicant Name** | Enter Applicant name here |

*Using the following formatted technical proposal, please provide your project narrative by answering the questions using the space provided under each. Ensure you use spaces and paragraphs as needed for flow and readability.*

**Section 1: Applicant Organization Capacity** *(approximately 3-4 pages)*

|  |
| --- |
| **Section 1: Applicant Organization Capacity** |
| 1 | Provide high-level information about the applicant organization’s size, structure, and history and how it is connected to the objectives of this NOFO.  |
|  |
| 2 | Detail your experience and capacity to meet the administrative requirements of the grant including the financial management, program management, and reporting of the grant activities. |
|  |
| 3 | Provide a narrative overview of the key program staff assigned (including contractors and/or partners) with their roles and responsibilities, and a summary of their qualifications / experience in administering workforce programs. * *List the key staff in the Project Workplan – Attachment 6 Staffing Plan*
* *Submit resumes or job descriptions with the required additional attachment*
 |
|  |
| 4 | Describe the craft apprenticeship-related experience of the applicant organization and partners. If any of the work is to be sub-contracted, provide the name(s) of and describe the relevant experience of the sub-contractor(s). |
|  |
| 5 | Detail the lead applicant and/or partner’s capacity and experience in working recruiting, serving, and supporting participants from target populations to develop and expand a craft apprenticeship program. |
|  |
| 6. | Detail the applicant’s experience with the electric industry including the experience in administering programs that expand apprentices in the electric industry including, but not limited to, solar installation apprentices. |
|  |
| 7. | Provide information demonstrating the experience and knowledge of the applicant team in administering similar grants and projects and providing workforce training programs. Use this section to highlight ongoing work, notable achievements, and successes to demonstrate capacity to successfully implement your proposed project. In your response, provide the project planned vs. actual results along with the total budget for any projects within the last three years.  |
|  |

**Section 2: Documentation of Need** *(approximately 2-3 pages)*

|  |
| --- |
| **Section 2: Documentation of Need** |
| 1 | Describe how this program will result in creating apprenticeships in areas where apprenticeship, pre-apprenticeship and career pathway opportunities are not widely available. |
|  |
| 2 | Describe the specific equity-focused strategies that will be implemented in all aspects of the program including the program design, selection of program partners, participant recruitment, design of training strategies. This also includes the provision participant case management, supportive services, training, placement, and retention services.  |
|  |
| 3 | Describe your connection and experience serving the targeted program participants outlined in the NOFO.  |
|  |
| 4 | Describe the marketing and recruitment strategies for program participants and how this is aligned with the requirements of the NOFO. Include a description of any partner organizations that you will work with to implement these strategies. |
|  |
| 5 | Describe the strategies to engage with electric industry partners and employers and how this is aligned with the requirements of the NOFO. Include a description of any partner organizations that you will work with to implement these strategies. |
|  |
| 6 | Provide any additional contextual details that will strengthen the reviewers’ understanding of how your project will meet the needs of the electric industry and targeted program participants. |
|  |

**Section 3: Project Plan and Quality** *8-12 pages) Enter “NA” if the questions are not applicable to your program*

|  |
| --- |
| **Section 3: Project Plan and Quality** |
| 1 | Describe the registered apprenticeship program(s) that will be supported with this grant and describe how this is consistent with the apprenticeship standards for the particular crafts, trades, or skills in the electric industry.* *Provide detailed information about the program participants that will be recruited to the Registered Apprenticeship Program.*
* *Provide detailed information regarding the training approach.*
* *Provide detailed information about the training providers(s) that will provide the Related Technical Instruction for this project, including but not limited to the following:*
	+ *Where the training will take place.*
	+ *Who will provide the training.*
	+ *The duration of the training.*
	+ *Course credit(s) and/or credential(s) that will be received at completion of the training. (Be sure to note any credentials that are nationally recognized and portable.)*
* *Detailed information about the work‐based learning activities / on‐the‐ job training that will be provided for this project.*
 |
|  |  |
| 2 | Describe the pre-apprenticeship program(s) that will be supported with this grant and describe how this is consistent with the standards for the particular crafts, trades, or skills in the electric industry.* *Provide detailed information about the program participants that will be recruited to the Pre- Apprenticeship Program.*
* *Provide detailed information regarding the training approach.*
* *Provide detailed information about the training providers(s) that will provide the Related Technical Instruction for this project, including but not limited to the following:*
	+ *Where the training will take place.*
	+ *Who will provide the training.*
	+ *The duration of the training.*
	+ *Course credit(s) and/or credential(s) that will be received at completion of the training. (Be sure to note any credentials that are nationally recognized and portable.)*
* *Detailed information about the work‐based learning activities, work experiences that will be provided for this project.*
 |
|  |
| 3 | Describe the career pathways programs and strategies that will be supported with this grant and describe how this is consistent with the standards for the particular crafts, trades, or skills in the electric industry.* *Provide detailed information about the program participants that will be recruited to the career pathways program.*
* *Provide detailed information regarding the training approach.*
* *Provide detailed information about the training providers(s) that will provide the Related Technical Instruction for this project, including but not limited to the following:*
	+ *Where the training will take place.*
	+ *Who will provide the training.*
	+ *The duration of the training.*
	+ *Course credit(s) and/or credential(s) that will be received at completion of the training. (Be sure to note any credentials that are nationally recognized and portable.)*
* *Detailed information about the work‐based learning activities work experiences that will be provided for this project.*
 |
|  |
| 4 | Describe your approach to working with employers or industry associations in providing work-based learning opportunities to pre-apprentices and/or developing RAPs. If applicable, describe existing relationships.  |
|  |
| 5 | Describe how the case management and career planning services will be provided including the coordination of assessment, individuals career plans, and follow up services will be provided to apprentices, pre-apprentices and other program participants. |
|  |
| 6. | Provide information regarding the supportive services and other participant retention strategies that will be provided for both registered apprenticeships and/or pre-apprenticeships. |
|  |
| 7. | Describe how you will coordinate the project activities with local or regional workforce, education including local Apprenticeship Specialists. Describe how you will coordinate to conduct business outreach, promote the craft apprenticeships to the business community, etc.  |
|   |

**Section 4: Cost Efficiency** *(approximately 3 pages)*

|  |
| --- |
| **Section 4: Cost Efficiency, Cost Effectiveness/Return on Investment, Sustainability** |
| 1. | Provide a summary of the project costs including:Total Project Cost: $Total Grant Request: $Total Cost Per Participant: $Total Related Training Cost Per Participant: $Total On the Job Training Cost Per Participant: $ |
|  |
| 2. | Provide a high-level budget narrative for each budget line item. This should include an analysis of how costs were determined and a justification the costs are reasonable and necessary to meet the objectives of the project.  |
|  |
| 3. | Provide information regarding any subcontracts or partner agreements that will be funded under this grant. Include a narrative description of the services and associated costs.  |
|  |
| 4. | Describe any programs, services, and partnerships that will be leveraged to improve the program’s cost-effectiveness, return on investment, and long-term sustainability.  Include detail regarding any matching funds that will support the program. |
|  |