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| **APPLICANT INFORMATION** |
| **LWIA** |  | **CONTACT** |  |

PROJECT NARRATIVE

*Please provide a narrative response to each of the questions listed below.*

*Executive Summary*

* Summarize the LWIA’s plan to use the apprenticeship expansion funds to meet the four goals of Illinois Apprenticeship Plan (see Appendix 4).
* Briefly describe local/regional Business Service Team partners and activities

***Goal 1: Coordinate and Expand Services to Workers and Career Seekers***

Describe how the LWIA will coordinate and expand services to workers and career seekers. In your response, please include information on how the LWIA will meet this program goal by implementing the following strategies as applicable:

* Supporting curriculum development that meets the needs of emerging sectors and employers within your region directly related to RAPs or preparing individuals for RAPs.
* Supporting apprenticeship intermediaries including but not limited to community colleges, high schools, CTE programs and other workforce partners.
* Identifying and implement customer-centered DEIA strategies around recruiting and retaining all workers, including historically underrepresented populations, through supportive services and barrier reduction funds.

***Goal 2: Coordinate and Expand Services to Employers***

Describe how the LWIA will coordinate and expand services employers. In your response, please include information on how the LWIA will meet this program goal by implementing the following strategies as applicable:

* Working with employers to identify the workforce needs and offer new incentives to establish or expand existing apprenticeship programs as appropriate.
* Supporting the establishment of industry sector partnerships and industry-specific employer collaborations including the expansion of TPM strategies.
* Supporting the Apprenticeship Committee sponsored business-to-business outreach activities including employer roundtables and focus groups across the state.
* Providing information and support to registered apprenticeship program sponsors

***Goal 3: Coordinate and Expand Services to Education, Training, Workforce, and Economic Development Partners***

Describe how the LWIA will coordinate and expand education, training, workforce and economic development partners. In your response, please include information on how the LWIA will meet this program goal by implementing the following strategies as applicable:

* Identifying the *Apprenticeship Specialist* point of contact that will serve as a subject matter expert that supports and records the apprenticeship expansion efforts and impacts.
* Educating the local business services team members about the Apprenticeship Illinois programs, services and initiatives.
* Collaborating and convening partners as necessary to ensure alignment, consistent messaging, and progression of establishing programs (Note: It is expected that grantees convene their IBSTs at least once a quarter in addition to interacting on a regular basis.)
* Following up with partners to support the provision of business services to employers including but not limited to apprenticeships and other work-based learning initiatives.

***Goal 4: Planning and System Development***

Describe how the LWIA will support apprenticeship planning and system development. In your response, please include information on how the LWIA will meet this program goal by implementing the following strategies as applicable:

* Documenting the Regional Apprenticeship Ecosystem: Conduct and document a landscape analysis of your region on programs, partners, and employers.
	+ Under programs, identify existing registered apprenticeships, non-registered apprenticeships, pre-apprenticeships, youth apprenticeships, and other work-based learning programs.
	+ For partners, identify both existing and potential partners in your region, which should include intermediaries, community colleges, school districts, CTE programs, alternative training providers, chambers of commerce, economic development partners, industry associations, community-based organizations, unions, DOL Apprenticeship Training Representatives (ATRs), and other existing business services partners.
	+ For employers, identify employers in the region utilizing apprenticeship and work-based learning, which could include their industry, occupation(s), training providers, type of program, use of funding, etc.
* Working with program partners to plan and coordinate the provision of business services including but not limited to the following:
	+ Identifying available funding sources that could be used to cover some costs of creating or implementing a program, which includes the Apprenticeship Education Tax Credit, WIOA funds, CTE funds, other grants.
	+ Developing procedures to coordinate and collaborate with BST partners to support meetings with employers who want to develop and expand apprenticeship programs
	+ Coordinating the outreach and marketing of apprenticeship and work-based-learning programs.  This could include but is not limited to providing presentations in partner meetings and events to talk about the benefits of apprenticeships and how the Apprenticeship Specialist can help find partners, funding, and even help create the program.  This also includes customizing local marketing and outreach materials.

**INTEGRATED BUSINESS SERVICE TEAM**

*Include the names and organizations of the Integrated Business Service Team (edit this table as needed)*

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| **Integrated Business Service Team** |
| **Type of Partner** | **Name of Individual** | **Agency/Organization** |
| WIOA Title I |  |  |
| WIOA Title II |  |  |
| WIOA Title III |  |  |
| WIOA Title IV |  |  |
| Economic Development |  |  |
| Community College |  |  |
| Chamber of Commerce |  |  |
| Union |  |  |
| Industry Association |  |  |
| Education / Local Schools  |  |  |
| Training Provider |  |  |
| Community-Based Organization |  |  |
| *Others* |  |  |
|  |  |  |

**PROJECTED OUTCOMES**

*Project the grant activities and outcomes below*

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| **Projected Outcomes** |
| Number of new businesses engaged |  |
| Number of sponsors that receive apprenticeship expansion support |  |
| Number of partners from underutilized areas that receive apprenticeship expansion support |  |
| Number of businesses who receive incentives |  |
| Number of outreach events (seminars, workshops, stakeholder events coordinated) |  |
| Number of attendees at outreach events (total for all events)  |  |
| Number of industry sector partnerships/employer collaboratives developed |  |
| Number of industry sector partnerships/employer collaboratives supported |  |
| Number of new Registered Apprenticeship programs developed |  |
| Number of existing Registered Apprenticeship programs expanded |  |
| Number of new Registered Apprenticeship programs on the Eligible Training Provider List (ETPL) |  |
| Number of new Pre-Apprenticeship programs developed |  |
| Number of existing Pre-Apprenticeship programs expanded |  |
| Total number of new employers engaged that adopt apprenticeship programs as a result of the grant project |  |
| Number of IBSTs engagements focused on apprenticeship expansion programs, projects, or initiatives per quarter  |  |
| Number of new registered apprenticeship programs in active development per quarter  |  |
| *(expand as needed)* |  |

BUDGET

*Complete the budget tables and provide a brief narrative of the funding request. The State’s proposal to the US DOL FOA-TEA-24-03 included awards to Local Workforce Innovation Boards to deliver comprehensive outreach, business services, apprenticeship incentives, as well as supportive services for program participants. Note that grantees will be required to submit a Uniform Budget Template after DCEO makes a funding commitment. Note: Up to 20% of your budget may be used towards Employer Incentives.*

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| **BUDGET CATEGORIES** | **AMOUNT** |
| Business Service Personnel | $ |
| Fringe Benefits | $ |
| Travel | $ |
| Supplies | $ |
| Contractual | $ |
| Incentive Costs for Employers | $ |
| Supportive Services | $ |
| Indirect | $ |
| **GRAND TOTAL**  | **$** |

**BUDGET NARRATIVE**

*Please review the budget definitions and provide a brief budget narrative for each proposed cost. Please make sure to provide enough detail to justify the reasonableness of the cost in the narrative below.*

*Personnel:* List all staff positions by title (including individuals hired by an employment contract), including the roles and responsibilities. For each position, give the annual salary, the percentage of time devoted to the project, and the amount of each position’s salary funded by the grant.

*Fringe Benefits:* Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

*Travel:* For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, the estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.

*Supplies:* Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR Part 200.1 for the definition of Supplies).

*Contractual:* Contracts are defined according to 2 CFR Part 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. For each proposed contract and sub-award, specify the purpose and activities to be provided and the estimated cost. Note: Funds may be used for industry sector strategy or employer collaborative training, which includes but is not limited to TPM training.

*Incentive Costs for Employers:* Specify the incentives that will be offered to employers. Note that Grantees may use up to 20 percent of the total award to provide one-time “incentive” funds to new employers, joint labor-management organizations, or industry associations to directly fund new or expand existing RAPs in targeted industries in which they are serving. Allowable uses of incentive funding to support RAP development, launch, and sustainability include:

* Registration of RAPs with the Department of Labor;
* Costs related to the design and start-up of RAPs;
* Classroom education or online training for apprentices;
* Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice’s wages, as well as based on a journey worker’s time as a mentor for an apprentice in OJL;
* Train-the-trainer costs or activities;
* Training supplies for apprentices (in consultation with the Department); and/or
* Curricula development.

*Supportive Services:* Specify the supportive services that will be offered to workers. Supportive services are expenditures to, or on behalf of, a participant that is necessary to enable an individual to be placed and/or retained in a registered apprenticeship program, including, but not limited to, transportation, childcare, tutoring, mentoring, personal supplies/uniforms, and tools.

## PROJECT IMPLEMENTATION PLAN

*List the major project goals and activities in the first column. In the second column, indicate the timelines for completion of the activities. Timelines may be specified by the month of the project (e.g., such as month 1, month 2, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities, and indicate the organizational affiliation of each staff person listed. The fourth column must describe the deliverable associated with the project activity. [Expand the table as needed].*

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| **GOAL/ACTIVITY** | **TIMELINE** | **RESPONSIBLE STAFF** | **DELIVERABLE** |
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