

# Exhibit A

## CHA23-05 APPRENTICESHIP BUILDING AMERICA (ABA) GRANT PARTNER

January 31, 2023

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### 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.

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

Each potential partner can apply for one award in one of the following tiers:

TIER 1: \$10,000 - \$25,000

TIER 2: \$26,000 - \$50,000

TIER 3: \$51,000 - \$100,000

PROPOSAL SUBMISSION DEADLINE: March 10, 2023, 4:00 PM

CONTRACT PERIOD: April 10, 2023 – March 31, 2024

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 quarterly upon receipt of Narrative and Financial Reports together with an invoice.

## Project Overview

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

The duties will include the following based on the tier of funding applied for:

### TIER 1: \$10,000 - \$25,000 Award

- Expansion of one Registered Apprenticeship Program (RAP) and enrollment of 20 new apprentices.
- Development or expansion of one Pre-Apprenticeship Program and enrollment of 30 new pre-apprentices.
- Required partnership with two community or industry organizations.
- Identification and targeted outreach to one underrepresented population.

### TIER 2: \$26,000 - \$50,000 Award

- Either: Expansion of two Registered Apprenticeship Programs (RAPs) with the development or expansion of two Pre-Apprenticeship Programs and the enrollment of 40 apprentices and 60 pre-apprentices.
- Or: Development of one new Registered Apprenticeship Program (RAP) and one new Pre-Apprenticeship Program and the enrollment of 40 apprentices and 60 pre-apprentices.
- Required partnership with three community or industry organizations.
- Identification and targeted outreach to one underrepresented population.

### TIER 3: \$51,000 - \$100,000 Award

- Either: Expansion of three Registered Apprenticeship Programs (RAPs) with the development or expansion of three Pre-Apprenticeship Programs and the enrollment of 50 apprentices and 80 pre-apprentices.
- Or: Development of one new Registered Apprenticeship Program (RAP) and one new Pre-Apprenticeship Program and the enrollment of 50 apprentices and 80 pre-apprentices.
- Required partnership with three community or industry organizations.
- Identification and targeted outreach to two underrepresented populations.

Expected Outcomes	Program Expansion or Development	New Apprentices Served	New Pre-Apprentices Served	Community Partners with Commitment Letters	Underrepresented Populations Targeted
TIER 1	<ul style="list-style-type: none"> <li>• Expand 1 Registered Apprenticeship Program (RAP)</li> <li>• Develop or Expand 1 Pre-Apprenticeship</li> </ul>	20	30	2	1
TIER 2	Either: <ul style="list-style-type: none"> <li>• Expand 2 RAPs</li> <li>• Develop or Expand 2 Pre-Apprenticeships</li> </ul> Or: <ul style="list-style-type: none"> <li>• Develop 1 new RAP</li> <li>• Develop 1 new Pre-Apprenticeship</li> </ul>	40	60	3	1
TIER 3	Either: <ul style="list-style-type: none"> <li>• Expand 3 RAPs</li> <li>• Develop or Expand 3 Pre-Apprenticeships</li> </ul> Or: <ul style="list-style-type: none"> <li>• Develop 1 new RAP</li> <li>• Develop 1 new Pre-Apprenticeship</li> </ul>	50	80	3	2

## Important Information

1. Bidders should provide letter(s) of commitment from bidder's partner organization with their proposal.
2. Only one application to one tier can be submitted.
3. Quarterly narrative and financial reports will be required.
4. Funds will be released quarterly based on progress and the submission of an invoice.
5. This funding opportunity will be offered 4 times during the duration of the ABA grant. An organization can reapply each year, however an organization cannot apply for new funding until the outcomes from the prior year's funding are met. There may be the ability to extend the contract period and remaining funds until deliverables are met.
6. Each successful bidder commits to monthly check-ins with ABA grant staff and quarterly all-subrecipient meetings.
7. Each successful bidder must use ApprentiScope and detailed demographic, occupation and wage information will need to be reported on each apprentice, together with their RAPIDS number.
8. Each successful bidder must abide by intellectual property rights as outlined in the grant.
9. Each successful bidder must attend all educational opportunities or send a representative.
10. Each successful bidder must attend National Apprenticeship Week events and/or host an event.

## Funding Opportunity

All proposals are due by 4:00 PM on March 10, 2023. Successful applicants will be notified by March 31, 2023. Three additional one-year contract opportunities will be offered in 2024, 2025 and 2026, via forthcoming RFPs. Bidders can reapply each year, however an existing partner cannot apply for new funding until the outcomes from the prior year's funding are met.

At the sole discretion of CCSNH and based upon the successful bidder'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 term 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.

## Selection Criteria and Process

A selection panel at CCSNH will review proposals and select the awardees. Selection criteria is based on:

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

## Bidder Information

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

Please identify:

- \_\_\_\_\_ The number of Registered Apprenticeship programs you are expanding.
- \_\_\_\_\_ The number of Registered Apprenticeship programs you are creating.
- \_\_\_\_\_ The number of Pre-Apprenticeship programs you are expanding.
- \_\_\_\_\_ The number of Pre-Apprenticeship programs you are creating.

In 300 words or less, please explain the Registered Apprenticeship programs that you are expanding:

In 300 words or less, please explain the Registered Apprenticeship programs that you are creating:

In 300 words or less, please explain the Pre-Apprenticeship programs that you are expanding:

In 300 words or less, please explain the Pre-Apprenticeship programs that you are creating:

Please outline your strategy for the expansion or development of these programs:

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 will you achieve this?

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

How will you ensure that all required information and data will be shared quarterly with ApprenticeshipNH?

Please identify:

- \_\_\_\_\_ The number of new apprentices that will be served by this award.
- \_\_\_\_\_ The number of new pre-apprentices that will be served by this award.

## Project Budget

Please detail your project budget below.

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

COST CENTER	AMOUNT	DETAIL
Personnel		
Fringe		
Travel		
Supplies		
Contractual		
Other		
TOTAL		

How do you intend to sustain this project beyond the contract period?

## Documents

At a minimum, each bid should include:

- Completed Application Form (Exhibit A) including Project Budget
- Letters of Commitment from Bidder's Industry or Community Partners
- Bidder's Certificate of Insurance
- Bidder's W-9 Tax Form

All bids should be submitted to [purchasing@ccsnh.edu](mailto:purchasing@ccsnh.edu)

Deadline for submission: 4:00 PM on March 10, 2023