

Exhibit A

CHA24-01

APPRENTICESHIP BUILDING AMERICA (ABA) GRANT PARTNER

September 8, 2023

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The total funding of the ApprenticeshipNH initiative is \$12.07M with 99% funded through the following U.S. Department of Labor-Employment and Training Administration grants in the amounts indicated: State Apprenticeship Expansion 2020 (SAE2020) \$3.45M, State Apprenticeship Expansion Formula (SAEF) \$2.82M, 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) 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:

\$25,000 Planning Grant and/or

\$50,000 Contract to develop a new Pre-Apprenticeship Program and/or

\$50,000 Contract to develop a new Registered Apprenticeship Program and/or

PROPOSAL SUBMISSION DEADLINE: October 13, 2023, 4:00 PM

CONTRACT PERIOD: November 20, 2023 – November 19, 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 monthly or 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 option(s) of funding applied for:

OPTION 1: \$25,000 Planning Grant (3-month contract from date of award)

Application Requirements

- One lead organization
- Letters of commitment from employer partner(s)
- Letters of commitment from community organization(s)
- Identified occupation and need
- Short description of the partnership and projected outcomes
- Budget

Contract Deliverables

- Draft Registered Apprenticeship Program (RAP) standards developed (if applicable)
- Draft Pre-Apprenticeship agreement developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a Pre-Apprenticeship and/or RAP

OPTION 2: \$50,000 for the development of a new Pre-Apprenticeship Program

- Pre-apprenticeship agreement developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a Pre-Apprenticeship and/or RAP
- \$50,000 for the development of a new Pre-Apprenticeship Program (one year contract)
- Applicant must have an existing RAP or register a new program
- New Pre-Apprenticeship Program with an articulation agreement
- 64 pre-apprentices over the year (16 a quarter)

OPTION 3: \$50,000 for the development of a new Registered Apprenticeship Program

- RAP standards developed (if applicable)
- Strategic plan for implementation of program
- Work with the ApprenticeshipNH team to develop a Pre-Apprenticeship and/or RAP
- \$50,000 for the development of a new Registered Apprenticeship Program (one year contract)
- This can be one new program or one expanded program
- 25 apprentices over the year

Important Information and Requirements

ALLOWABLE USE OF FUNDS

U.S. Department of Labor (DOL) allowable use of grant funds to support any Registered Apprenticeship Program (RAP) launch and sustainability include:

- Registration of RAPs with the Department.
- Costs related to design and startup of RAPs: can include costs to administer/manage a RAP.
- Classroom education or online training for apprentices: payment must be made directly to an education provider, not as a reimbursement to an apprentice.
- Train-the-trainer costs or activities.
- Training supplies for apprentices (in consultation with ApprenticeshipNH) and/or curricula development.

**Per guidance from the U.S. Department of Labor, grant incentive funds cannot be utilized for apprentice wages, mentor stipends or any type of supportive services*

1. All proposals should be submitted on the attached application narrative template (Exhibit A) with the budget template completed as well.
2. Bidders should provide letter(s) of commitment from Bidder's partner organization(s) with their proposal.
3. Bidders may submit a single application for one, two or all three of the above.
4. Quarterly narrative and financial reports will be required (templates attached for examples only – Exhibit B).
5. Funds released monthly or quarterly (identified at issue of contract) based on progress and submission of invoice.
6. Each successful bidder commits to monthly check-ins with ABA grant staff and quarterly all- subrecipient meetings.
7. Each successful bidder must use the application *ApprentiScope*.
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 have representation at Apprenticeship Week events and/or host an event.

Funding Opportunity

All proposals are due by 4pm October 13, 2023. Successful applicants will be notified by November 3, 2023. Additional contract opportunities will be offered in 2024 and 2025, 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 terms 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 funding option – 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 select which option(s) you are applying for:

- Option 1 - \$25,000 Planning Grant and/or
- Option 2 - \$50,000 Contract to develop a new Pre-Apprenticeship Program and/or
- Option 3 - \$50,000 Contract to develop a new Registered Apprenticeship Program

Application for Option 1: \$25,000 Planning Grant (3-month contract from date of award)

1) Who is the lead organization:

2) What is the identified occupation and need:

3) Please give a short description of the partnership and projected outcomes:

4) Project Budget

Please complete the following budget for your planning grant below.

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

COST CENTER	AMOUNT	DETAIL
Personnel		
Fringe		
Travel		
Supplies		
Contractual		
Other		
TOTAL		

Application for Option 2: \$50,000 for the development of a new Pre-Apprenticeship Program

1) In 300 words or less, please explain the Pre-Apprenticeship Program that you are developing:

2) Please outline your strategy for the development of this program:

3) 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 you will achieve this:

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

5) How many new pre -apprentices will be served by this award: _____

6) How will you ensure all required information and data will be shared with ApprenticeshipNH quarterly:

7) How do you intend to sustain this project beyond the contract period:

8) Project Budget

Please detail your project budget in the summary template below.

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

COST CENTER	AMOUNT	DETAIL
Personnel		
Fringe		
Travel		
Supplies		
Contractual		
Other		
TOTAL		

Application for Option 3: \$50,000 for development of a new Registered Apprenticeship Program

1) In 300 words or less, please explain the Registered Apprenticeship Program (RAP) that you are developing:

2) Please outline your strategy for the development of this program:

3) 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 you will achieve this:

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

5) How many new apprentices will be served by this award: _____

6) How will you ensure all required information and data will be shared with ApprenticeshipNH quarterly:

7) How do you intend to sustain this project beyond the contract period:

8) Project Budget

Please detail your project budget in the summary template below.

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

COST CENTER	AMOUNT	DETAIL
Personnel		
Fringe		
Travel		
Supplies		
Contractual		
Other		
TOTAL		

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

Deadline for submission: 4:00 PM on October 13, 2023