



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

WIOA NOTICE NO. 22-NOT-05

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff
WIOA Fiscal Agents and Grant Recipients
WIOA Program Services Administrators
Illinois workNet® Operators
WIOA State Agency Partners
Other Interested Persons

SUBJECT: Program Year 2023 (PY'23) Apprenticeship Illinois Expansion Grant Funds Application

DATE: May 15, 2023

I. SUBJECT INDEX

Statewide Apprenticeship Illinois Expansion
Planning

II. PURPOSE

To provide information to all Local Workforce Innovation Boards (LWIBs) on the availability of Statewide Apprenticeship Illinois Expansion funding to support integrated business service teams that create regional industry sector partnerships and develop strategies to create and expand registered apprenticeship programs (RAPs).

III. ISSUANCES AFFECTED

- A. References:
- U.S. DOL Funding Opportunity Announcement (FOA) No. 23-09: State Apprenticeship Expansion Formula
 - U.S. DOL Training and Employment Notice (TEN) No. 20-15, Change 1: New Apprenticeship USA Brand Information and Updated Technical Assistance Resources for Expanding and Modernizing Registered Apprenticeship Programs

IV. PROGRAM BACKGROUND

The US Department of Labor (USDOL) issued *Funding Opportunity Announcement 23-09* that outlines \$40 million in formula grants for States to expand registered apprenticeships. USDOL provides the formula funding to increase the State's ability to serve, improve, and strategically expand the national apprenticeship system. This funding opportunity is anticipated to be the first of a five-year program. Illinois' share of the formula funding for PY 2023 is \$1,308,613, which will have an expected performance period from July 1, 2023, to June 30, 2024. The continuation of funding is subject to the discretion of USDOL and contingent upon the availability of funds, satisfactory progress of the State's projects, and adequate stewardship of federal funds.

Apprenticeship Illinois Framework

The State of Illinois Workforce Innovation Board (IWIB) has developed the [Apprenticeship Illinois framework](#) that focuses on expanding apprenticeships and work-based learning/training opportunities. Workforce strategies like registered apprenticeship programs (RAPs) help ensure a robust and equitable approach by connecting job seekers to quality employment in priority industry sectors. RAPs are an industry-driven, flexible training model that can be customized to meet the needs of businesses across multiple industries and enable employers to develop and train their future workforce while offering career seekers affordable paths to secure quality, high-paying jobs. Registered Apprenticeship programs (RAPs) are vetted, approved, and validated by the USDOL.

As of December 31, 2022, there were 15,292 active apprentices enrolled in 465 registered apprenticeship programs in Illinois. In 2022, 5,817 new apprentices joined programs, and 3,140 completed them.

Apprenticeship Navigator Roles and Responsibilities

Since the apprenticeship model is employer-driven, successful, and sustained, apprenticeship expansion requires effective business engagement strategies. Awareness and education are vital to helping businesses understand the value of apprenticeship and how it can provide solutions to their workforce challenges. To increase business outreach capacity, the Department of Commerce and Economic Opportunity (DCEO) and the IWIB Apprenticeship Illinois Committee instituted the concept of Regional Apprenticeship Navigators to build the foundation for apprenticeship expansion in Illinois. Additionally, Apprenticeship Navigators were established to increase capacity for program development and expansion by working with Apprenticeship Intermediaries.

The Apprenticeship Navigators are a key point of contact in their area for businesses who want to start an apprenticeship program, working with the businesses as well as sponsors, education providers, and other key partners. Between the Navigators and Intermediaries, they create an apprenticeship network by conducting outreach to employers, managing relationships with partners, coordinating regional stakeholders, providing technical assistance to support program design and development, assuming the administrative tasks of being an apprenticeship sponsor, identifying multiple sources of funding, and identifying ways to reduce the risks for employers to implement or expand RAPs and work-based learning.

To sustain and expand the Illinois Apprenticeship Network, the State will focus resources on coordinating the Apprenticeship Navigator roles and responsibilities within the local integrated business service teams that include representatives from the Workforce Innovation and Opportunity Act (WIOA) core partners and other local workforce, education, and economic development partners. See Appendix I for more information.

The State provides navigators with training and support in the US Chamber of Commerce Foundation's [Talent Pipeline Management \(TPM\)](#) framework, which is a strategy to help address chronic regional and local skill gaps. The TPM strategy has shown success in Illinois when recruiting employers to sponsor apprenticeships, create consistent messaging, address barriers, and provide opportunities to align workforce solutions. Apprenticeship Navigators directly support the creation of industry sector partnerships using the TPM framework. See Appendix II for more information on Talent Pipeline Management.

Integrated Business Service Teams

Local Integrated Business Service Teams promote, market, connect, and provide access to initiatives that allow businesses to access and implement available workforce programs and services applicable to their needs. The Integrated Business Services Team Workgroup created [Illinois' Integrated Business Services Framework](#) to coordinate better and support business engagement across the State. It recommended that local workforce areas' business services teams work with other partners to implement the Framework. Integrated business service teams successfully implementing this framework are positioned to perform the functions of the Apprenticeship Navigators. See Appendix III for more information on the Integrated Business Services Framework.

State of Illinois Program Year 2023 Apprenticeship Expansion Plan

Illinois' application to the USDOL for this funding identified five goals to expand RAPs to build on existing systems and strategies to fulfill the vision of embedding an apprenticeship ecosystem at the state, regional, and local levels.

1. Apprenticeship Illinois Strategic Planning
2. System Development, Support, and Outreach
3. Coordinate and Expand Services to Workforce and Economic Development Partners
4. Coordinate and Expand Services to Employers
5. Coordinate and Expand Services to Workers, Job Seekers, and Intermediaries

Goal 1: Apprenticeship Illinois Strategic Planning

Goal one includes core planning activities. The State will institute an annual planning process to evaluate and refine the Apprenticeship Expansion goals. Additionally, the State will work with a planning work group to (a) identify and document models and pathways that lead to RAPs, (b) identify funding sources available for RAP expansion, and (c) determine new uses of funding to support RAP expansion. The State will also work with and support local Integrated Business Service Teams' planning efforts.

Goal 2: System Development, Support, and Outreach

Goal two is system building and support needed to expand outreach across the state, regions, and local communities. This allows local workforce areas to solidify the process of embedding the navigator functions within their integrated business service teams, where they can determine challenges and opportunities for collaboration and referrals and identify system gaps and needs. The activities under this goal include reaching new and emerging industries and occupational sectors and building pipeline opportunities.

Goal 3: Coordinate and Expand Services to Workforce and Economic Development Partners

Goal three will increase statewide apprenticeship partners' knowledge, capacity, and collaboration. Leadership, greater coordination, and dedicated capacity at the regional level are needed to support the development and sustainability of new programs across industry sectors in a way that aligns systems and makes it easier for new employers and apprentices to navigate opportunities.

Goal 4: Coordinate and Expand Services to Employers

Goal four will directly increase the employer participation rate in RAPs. Integrated Business Service teams and partners will engage employers to understand their needs and preferences related to apprenticeship programs and provide technical assistance and incentives to help employers navigate the apprenticeship system. This can include collaboration with educational institutions and workforce development agencies to design program frameworks, curricula, and standards and establish program registration. Additionally, these teams will support businesses in retaining apprentices by collaborating with employers, labor unions, and community organizations to develop and deliver Diversity, Equity, Inclusion, and Access (DEIA) support tailored to the needs of apprentices.

Goal 5: Coordinate and Expand Services to Job Seekers/Intermediaries

Goal five will increase the annual number of apprentices beginning and completing RAPs. Activities under this goal include identifying various support services for apprentices and job seekers to help them overcome barriers to participation and completion with a DEIA lens.

V. COMPONENTS

This notice outlines the actions that the State of Illinois is taking to provide LWIBs with the resources needed to serve employers and partners to expand apprenticeships. This notice encourages LWIBs to apply for apprenticeship expansion funds to support the strategies outlined in FOA-ETA-23-09 to expand the State's apprenticeship system.

A. Program Goals

Statewide Apprenticeship Expansion funds will support local and regional business services teams to develop and implement apprenticeship expansion strategies in their region and local workforce communities. The program activities for the local workforce areas through this funding are centered around the five goals, as proposed by Illinois to the USDOL in FOA-ETA-23-09, and should encompass the re-envisioning and evolution of the apprenticeship navigator, which can be found in Appendix I. DCEO will work with partners to achieve goals

at the State and local levels (see Appendix IV). Grantees are expected to work with the State to accomplish the following activities and goals.

Goal 1: Apprenticeship Illinois Strategic Planning

- Document 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, 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.
- Create a local area plan for building the apprenticeship ecosystem that is incorporated into your local and regional plan.

Goal 2: System Development, Support, and Outreach

- Develop the necessary framework to permanently embed the navigator functions of outreach, partner coordination, and direct assistance in developing apprenticeships.
- Create strong regional partnerships and collaboration among partners as documented above and develop sector strategies through the talent pipeline management framework.

Goal 3: Coordinate and Expand Services to Workforce and Economic Development Partners

- Participate in (a) the design and development of standardized training for all business service teams and (b) the training itself about the Apprenticeship Illinois System; RAPs and work-based learning; DEIA; the TPM Framework, funding for different components of apprenticeship, and more. Additionally, provide training to partners as needed.
- Participate in Apprenticeship Illinois partner collaboration meetings and events

Goal 4: Coordinate and Expand Services to Employers

- Support the State in the design of new employer incentive programs
- Work with employers to offer new incentives to establish or expand existing programs.
- Connect with employers and increase industry-specific employer collaboration to increase awareness of the benefits of RAPs and work-based learning.
- Develop RAPs as a sponsor and support other organizations in RAP development and sponsorship.

Goal 5: Coordinate and Expand Services to Job Seekers/Intermediaries

- Identify and implement customer-centered DEIA strategies around recruiting and retaining all workers, including historically underrepresented populations, through supportive services and barrier reduction funds.
- Support curriculum development that meets the needs of emerging sectors and employers within your region directly related to RAPs or preparing individuals for RAPs.

B. Program Activities and Outcomes

Specific project outcomes, goals, and deliverables must be included in the proposal.

Applications must consist of projected outcomes provided in Attachment A. Proposals will clearly articulate how the activities funded grant would expand apprenticeships in Illinois.

The activities and outcomes will include, but are not limited to the:

- 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 that receive incentives
- Number of outreach events (seminars, workshops, stakeholder events coordinated)
- Number of attendees at outreach 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 RAPs 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

C. Program Funding

The Department is anticipated to award \$1-1.2 million for the apprenticeship expansion efforts in local areas. The anticipated funding range per grant is \$75,000 to \$175,000 based on the activities and potential impact of the grant. LWIBs are encouraged to work with regional partners (including, but not limited to, other LWIBs, community colleges, and other economic and workforce development partners) to streamline the management of apprenticeship expansion. Consideration will be given to the geographic distribution of awards. LWIBs must utilize funds to support apprenticeship expansion activities. Requests must be reasonable, necessary, and directly related to the purpose of this notice.

D. Application Submission

Applicants must electronically submit all the information in Attachment A: PY '23 Statewide Apprenticeship Illinois Expansion Grant Funds to CEO.OET.Grants@illinois.gov.

- Project Narrative
- Integrated Business Service Team Information
- Projected Outcomes
- Budget
- Budget Narrative

□ Project Implementation Plan

Applications will be accepted and reviewed on a rolling, first-come, first-served basis until funds are exhausted. Applications must be received by June 15, 2023, to guarantee a funding commitment by June 30, 2023.

E. Application Review

A staff team from the Office of Employment and Training will review the applications on a first-come, first-served basis until all the available funds have been committed. Applications will be reviewed based on the following criteria:

- Regional and Local Needs;
- Impact of the Project;
- Geographic Distribution of Awards; and
- Cost.

F. Reporting Requirements

Grantees will be requested to report program activity and outcomes with the quarterly reports for this grant.

G. Fiscal Management and Monitoring

This program is funded by the USDOL Apprenticeship USA Grants (*assistance listing number 17.285*). The funding for this grant will be provided on a reimbursement basis, and pre-award costs will be allowed. All costs must be associated with allowable apprenticeship expansion activities and must be documented in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200. This grant will be included in the annual monitoring of the local workforce areas by the Office of Employment and Training, as appropriate.

VI. ACTION REQUIRED

Local Workforce Innovation Boards, Local Workforce Area Directors, and Business Service Teams are requested to review this notice, identify apprenticeship expansion activities, and apply for funding as appropriate.

VII. INQUIRIES

Inquiries related to this application funding notice should be directed to the Office of Employment and Training Regional Managers Annamarie Dorr AnnaMarie.Dorr@Illinois.gov, Bryan Ellis Bryan.Ellis@illinois.gov, or Kelly Lapetino Kelly.Lapetino@Illinois.gov.

VIII. EFFECTIVE DATE

This notice is effective on release.

IX. EXPIRATION DATE

This notice will remain in effect until June 30, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Rodriguez", with a stylized flourish at the end.

Julio Rodriguez, Deputy Director
Office of Employment and Training

JR:slg

Appendix I - Apprenticeship Navigator Network

Appendix II - Talent Pipeline Management (TPM)

Appendix III - Framework for Integrated Business Service

Appendix IV - Apprenticeship Expansion Plan State and Local Activities

Attachment A – PY '23 Statewide Apprenticeship Illinois Expansion Grant Funds Application

APPENDIX I: APPRENTICESHIP NAVIGATOR NETWORK

The Illinois Workforce Innovation Board (IWIB) Apprenticeship Committee identified the need for an effective, uniform apprenticeship support system that builds on the state’s holistic apprenticeship framework. The Apprenticeship Committee determined that *Apprenticeship Navigators* and *Apprenticeship Intermediaries* would expedite the expansion of apprenticeship programs throughout the state and within more industries and occupations. Apprenticeship Navigators make it easier for employers to adopt the apprenticeship model as a workforce strategy and for individuals to start or progress in a career through an “earn and learn” program.

Apprenticeship Navigators were designed as an essential component of the Apprenticeship Illinois framework since they work directly with businesses to cultivate and launch new apprenticeships. Apprenticeship navigators build capacity and support the business ecosystem in key industry sectors. To be effective, Navigators must understand business and workforce development, know how to develop and manage relationships, work with businesses to diagnose pain points and collaborate with other entities such as training providers and chambers of commerce for possible solutions.

- The state worked to establish Apprenticeship Navigators as key points of contact in the ten economic development regions for outreach, partnership development, and education/awareness on the apprenticeship model and other work-based learning solutions.
- Through business outreach and partnership development, Navigators discuss employment needs and skills gaps in their region and collaborate with multiple entities to address those demands.
- Apprenticeship Navigators develop the peer-to-peer networks of employers and other partners.
- Apprenticeship Navigators focus efforts to support the creation of industry sector partnerships using a *Talent Pipeline Management* approach that helps businesses identify their short-term and long-term workforce development (talent) needs.

REENVISIONING THE APPRENTICESHIP NAVIGATOR NETWORK ROLES & RESPONSIBILITIES

The structure of the Apprenticeship Navigator network has evolved as the State evaluates the program activities, outcomes and effective administrative practices. To sustain and expand the Illinois Apprenticeship Network, the State will focus resources on coordinating the Apprenticeship Navigator roles and responsibilities within the local integrated business service teams, including representatives from the WIOA core partners and other local workforce, education, and economic development partners. It is anticipated that the Apprenticeship Navigator model will continue to evolve and be further clarified as part of the five-year Apprenticeship Illinois planning process in the summer and fall of 2023 that is required by the U.S. Department of Labor apprenticeship grants.

The State is now focusing apprenticeship navigator funds to support business services teams that will provide the services on page 2 of this document with the goal of expanding apprenticeship and work-based learning programs. These teams will build and support industry sector strategies among employers and the workforce, education, and economic development partners. Illinois is working to build an apprenticeship network that provides:

- **OUTREACH:** Serve as a point of contact to assist in the development of apprenticeship and work-based learning opportunities
- **PARTNER COORDINATION:** Support the regional coordination of apprenticeship and work-based learning opportunities with employers and workforce/education/economic development partners.
- **DIRECT ASSISTANCE IN DEVELOPING APPRENTICESHIPS:** Serve as a subject matter expert to facilitate the establishment of an apprenticeship program based on the needs of the employer.

SERVE AS A POINT OF CONTACT IN THE LWIA/REGION FOR WORK-BASED LEARNING OPPORTUNITIES

- Coordinate outreach and provide information to businesses, education providers, other local workforce areas, chambers of commerce, and other partners, highlighting the benefits of apprenticeships and other work-based learning opportunities.
- Work collectively with regional apprenticeship intermediaries, business service teams, and other regional workforce and economic development teams.
- Use the *Regional/Local Workforce Development Plan* and other regional labor market information to identify new apprenticeship opportunities based on the needs of employers and labor market information.
- Promote and develop *diversity, equity, inclusion, and access* strategies that include targeted communities and populations identified in the local/regional workforce plan.
- Highlight the benefits of apprenticeships and work-based learning opportunities based on the needs of the employer. This could include structuring training programs to meet the standards and registering apprenticeship programs as appropriate.
- Participate in *Talent Pipeline Management* training.
- Serve as a neutral convener for sector partnerships working collaboratively to address talent development needs, including apprenticeships as appropriate.
- Act as a liaison between employers, area economic development organizations, educational providers, other local workforce areas, and other organizations working to establish apprenticeships.

SUPPORT REGIONAL COORDINATION AND SYSTEM NETWORKING

- Facilitate regional coordination and partnership with apprenticeship stakeholders, including businesses, DCEO, the U.S. Department of Labor’s Office of Apprenticeship, training and service providers, and other education and state agency partners.
- Develop an extensive network of stakeholders at all levels of the public and private sector within the region to identify opportunities for program expansion and promotion, short and long-term demand planning, competencies, and credentials, develop a talent value stream, and the return on the investment by working collectively in a sector partnership.
- Coordinate with LWIAs to leverage WIOA funding to support incumbent workers and on-the-job training for apprentices.
- Partner with local school districts, technical colleges, unions, other training providers, employers, community-based organizations, and other institutions to help develop and implement apprenticeship programs.
- Work with other regional apprenticeship navigators, Talent Pipeline Management (“TPM”) Coordinators, and Apprenticeship Project Managers to share lessons and best practices.

FACILITATE THE DEVELOPMENT OF APPRENTICESHIPS WITH EMPLOYERS

- Consult with employers and conduct worksite visits to assess the viability of apprenticeship and work-based learning programs to meet individual or group employer training needs.
- Facilitate the development of new apprenticeship programs to meet specific training needs, assisting apprenticeship partners throughout the process, from concept to implementation, providing samples of similar models that may be replicated, and connecting partners with the appropriate resources.
- Work with the sponsor on program elements of a Registered Apprenticeship Program (RAP) or help develop a sponsor for a RAP.
- Consult with the key departments, such as an employer’s human resource and training and development departments, to review the current workforce career path structure and recommend solutions to align with establishing an apprenticeship program.

- Identify informational and financial resources, including apprenticeship tax credits, available to employers and/or sponsors to assist with developing and sustaining apprenticeship programs in conjunction with stakeholders; develop proposals for employer consideration that demonstrate the viability and complexity of possible implementation.
- Provide technical assistance to employers interested in establishing apprenticeship programs, including providing resources on how apprenticeships can help them improve their industry's diversity, equity, inclusion, and access and guide program development from origin to completion.

APPENDIX II: TALENT PIPELINE MANAGEMENT (TPM)

TPM is an overarching, systemic approach intended to help businesses better understand their short and long-term talent needs and to support public education and workforce programs to adapt as the demand for skills evolves. TPM uses supply chain principles to call on businesses and public policy leaders to transform education and workforce systems to be employer-led and business demand-driven. Through strategies focused on understanding employers and their need for talent, the workforce system can broadcast those skill competencies and credential requirements to skill providers, such as community colleges, community-based organizations, business associations, and other training programs. This feedback loop informs a talent supply chain that can be continuously improved and flexibly adapted to changing employer needs. Apprenticeship expansion efforts are part of the State's strategies to support industry-sector partnerships.

TPM comprises six strategies that, when implemented together, provide a talent supply methodology. The strategies build on each other and support a more sophisticated and data-driven approach for all partners resulting in a positive return on investment for employers, training providers, learners and LWIA system deliverables. There are six necessary components of Talent Pipeline Management with deliverables:

- Organize business sector partnership
 - Determine the focus of the sector partnership
 - Recruit business partners (large, medium and small businesses)
- Demand-planning Survey
 - Create a demand planning survey for distribution to sector business partner
 - Analyze existing government projections to survey results
 - Collect demand planning survey input and aggregate the data for sector partnership
- Competency and Credentialing
 - Review common competency, credentialing, and other hiring requirements from job descriptions to determine skill gap needs
- Talent Flow Analysis
 - Collect data sources of those hired for critical positions
 - Analyze talent flow and capacity expansion of training providers
- Build Talent Supply Chains
 - Facilitate performance measures and incentive development with the sector partnerships
 - Communicate value stream and performance measures for training programs within a region
- ROI process
 - Develop an improvement plan for sector partnership based on performance tracking.

The State provides navigators with training and support in the U.S. Chamber of Commerce Foundation's (USCCF) [Talent Pipeline Management \(TPM\)](#) framework, a strategy to help address chronic regional and local skill gaps. If the Navigator prefers TPM training programs provided by the USCCF, the cost is the grantee's responsibility. For program costs, go to [TPM Academy: Workforce development challenges, employer-led solutions](#).

APPENDIX III: FRAMEWORK FOR INTEGRATED BUSINESS SERVICE

The [Integrated Business Service Framework](#) supports talent pipeline strategies designed to assist partners in working together to address the workforce needs of businesses in a region. At the core are industry sector partnerships led by businesses and a focus on crucial industry clusters. Sector partners work collaboratively to listen to and understand businesses' workforce needs and develop customized solutions that respond to those needs, including apprenticeship and work-based learning. Eight foundational elements for the framework were identified for the integrated provision of business services:

- Sector-based – The provision of business services should align around regionally identified industry sectors significant to the regional economy.
- Transformational – The engagement of businesses should provide a platform for regular and ongoing dialogue, transforming the relationships between business and workforce partners.
- Regional – Service delivery should be regional in nature. It should align with the Governor's ten economic development regions, as well as multi-region and multi-state approaches when those are indicated by the needs of the sector partnership.
- Coordinated – The framework should describe coordinated approaches and strategies all partners use to meet business needs.
- United – Building upon efforts already underway, efforts should continue co-locating partners to ensure maximum coordination.
- Flexible – The framework should provide enough helpful guidance but also allow flexibility for regional innovation and customization.
- Aligned – Existing policies/procedures should be reviewed and revised to ensure alignment and progress toward business services integration.
- Allowable – Partners' federal mandates to provide specific, related services must still be met when developing the state framework.

There are five necessary components for the integrated provision of business services:

- (1) Organizational structure – Organizational structures that enable communication among partners to develop a single, reliable, agreed-upon strategy to support engagement and contact between employers and the workforce/economic development system should be developed.
- (2) Management of business intelligence – Given the need to share information across partners, management of business intelligence is critical.
- (3) Solutions-based service offerings – Service offerings provided to businesses must be focused on delivering timely solutions to expressed business needs.
- (4) Emphasis on work-based learning and other business-focused services – Closely tied to the solutions businesses seek is the expanded use of work-based learning (On-Site Work-Based Education, Registered Apprenticeships, Youth Apprenticeships, Pre-Apprenticeships, Customized Training, On-the-Job Training, Incumbent Worker Training, and others).
- (5) Accountability and performance measurement – Enables the measurement (and dissemination) of meaningful results of business services activities and establishes feedback loops to facilitate data-driven course corrections to the other four elements.

APPENDIX IV: APPRENTICESHIP EXPANSION PLAN STATE AND LOCAL ACTIVITIES

This Appendix outlines the goals, activities, deliverables and outcomes of the State of Illinois 2023 Apprenticeship Expansion proposal and plan. Some activities will take place at the state, regional and local levels.

Goal 1: Apprenticeship Illinois Strategic Planning

State-level Activities	Local/Region-level Activities
Develop a state-level apprenticeship ecosystem “map”	Document the Regional Apprenticeship Ecosystem.
Create an Apprenticeship Illinois Expansion Manual	Create a local area plan for building the apprenticeship ecosystem incorporated into your local and regional plan.
Make recommendations for new funding tools	
Develop a comprehensive 5-year State apprenticeship plan	

Goal 2: System Development, Support, and Outreach

State-level Activities	Local/Region-level Activities
Develop a customer relationship management and referral system	Develop the necessary framework to permanently embed the navigator functions of outreach, partner coordination, and direct assistance in developing apprenticeships.
Create a marketing proposal for consistent messaging and outreach	Create strong regional partnerships and collaboration among partners as documented above, and develop sector strategies through the talent pipeline management framework.
Create standardized marketing and messaging materials	
Create an Outreach Toolkit	

Goal 3: Coordinate and Expand Services to Workforce and Economic Development Partners

State-level Activities	Local/Region-level Activities
Design, develop/leverage, and implement cross-training content and materials	Participate in (a) the design and development of standardized training for all business service teams and (b) the training itself about the Apprenticeship Illinois System; RAPs and work-based learning; Diversity, Equity, Inclusion, and Access (DEIA); the TPM Framework, funding for different components of apprenticeship, and more. Additionally, provide training to partners as needed.
Host Apprenticeship Illinois collaboration meetings and events	Participate in Apprenticeship Illinois partner collaboration meetings and events
Develop an annual report of outcomes based on the plan and make it available to the public	

Goal 4: Coordinate and Expand Services to Employers

State-level Activities	Local/Region-level Activities
Evaluate existing incentives to employers and develop policy recommendations for new or revised employer incentives	Support the State in the design of new employer incentives.
Support employer engagement and awareness of the benefits of RAPs and create an Employer Playbook	Work with employers to offer new incentives to establish or expand existing programs.
Increase awareness of the importance and value of RAP sponsorship and create a RAP Sponsorship Guide	Connect with employers and increase industry-specific employer collaboration to increase awareness of the benefits of RAPs and work-based learning.
	Develop RAPs as a sponsor and support other organizations in RAP development and sponsorship.

Goal 5: Coordinate and Expand Services to Job Seekers/Intermediaries

State-level Activities	Local/Region-level Activities
Develop DEIA and customer-centered design strategies, strategies around the recruitment and retention of all workers, including the historically under-represented populations	Identify and implement customer-centered DEIA strategies around recruiting and retaining all workers, including historically underrepresented populations, through supportive services and barrier reduction funds.
Create an Apprentice Playbook	Support curriculum development that meets employer needs or emerging sectors within your region directly related to RAPs or preparing individuals for RAPs.
Develop policy recommendations for an apprentice barrier reduction and other funding	

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 help increase the number of RAPs by embedding the navigator functions within the Business Services Team
- Briefly describe local/regional Business Service Team partners and activities

Goal 1: Apprenticeship Illinois Strategic Planning

- Describe how you will “inventory” and document the Regional Apprenticeship Ecosystem.
- Describe your plan to build the apprenticeship ecosystem in your area and incorporate it into your local and regional plan.

Goal 2: System Development, Support, and Outreach

- Describe how you will embed the navigator functions of outreach, partner coordination, and direct assistance in developing apprenticeships into the local workforce system
- Describe how you will create strong regional partnerships and collaboration and develop sector strategies through the talent pipeline management framework.

Goal 3: Coordinate and Expand Services to Workforce and Economic Development Partners

- Describe/affirm your commitment to (a) participate in the design and development of standardized training for business service teams and (b) participate in the training itself about the Apprenticeship Illinois System; RAPs and work-based learning; Diversity, Equity, Inclusion, and Access (DEIA); the TPM Framework, funding for different components of apprenticeship, and more. Additionally, provide training to partners as needed.
- Describe/affirm your commitment to participate in Apprenticeship Illinois partner collaboration meetings and events.

Goal 4: Coordinate and Expand Services to Employers

- Describe/affirm your commitment to support the State in designing new employer incentives.
- Describe how you will work with employers to offer incentives to establish new or expand existing programs.
- Describe how you will connect with employers and increase industry-specific employer collaboration to increase awareness of the benefits of RAPs and work-based learning.
- Describe how you will develop RAPs as a sponsor and support other organizations in RAP development and sponsorship.

Goal 5: Coordinate and Expand Services to Workers/Job Seekers/Intermediaries

- Describe how you will identify and implement DEIA and customer-centered design strategies, strategies around the recruitment and retention of all workers, including the historically underrepresented populations, through supportive services and barrier reduction funds.

- Describe how you will support curriculum development that meets employer needs or emerging sectors within your region that are directly related to RAPs or preparing individuals for RAPs.

INTEGRATED BUSINESS SERVICE TEAM

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

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		
<i>Other</i>		

PROJECTED OUTCOMES

Project the grant activities and outcomes below

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	
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	
<i>(expand as needed)</i>	

BUDGET

Complete the budget tables and provide a brief narrative of the funding request. The State’s proposal to the US DOL FOA-TEA-23-09 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.

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

Provide an estimate for each of the goals you listed in your proposal.

Budget	
Goal 1: Apprenticeship Illinois Strategic Planning	\$
Goal 2: System Development, Support, and Outreach	\$
Goal 3: Coordinate and Expand Services to Workforce and Economic Development Partners	\$
Goal 4: Coordinate and Expand Services to Employers	\$
Goal 5: Coordinate and Expand Services to Workers/Job Seekers/Intermediaries	\$
TOTAL FUNDING REQUEST	\$

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.

Incentive Costs for Employers: Specify the incentives that will be offered to employers. Note that the States may use up to 20 percent of the total federal 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 an SAA or the Department;
- 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].

GOAL/ACTIVITY	TIMELINE	RESPONSIBLE STAFF	DELIVERABLE