



APPRENTICESHIP ILLINOIS PROGRAM YEAR 2023 FUNDING OPPORTUNITY

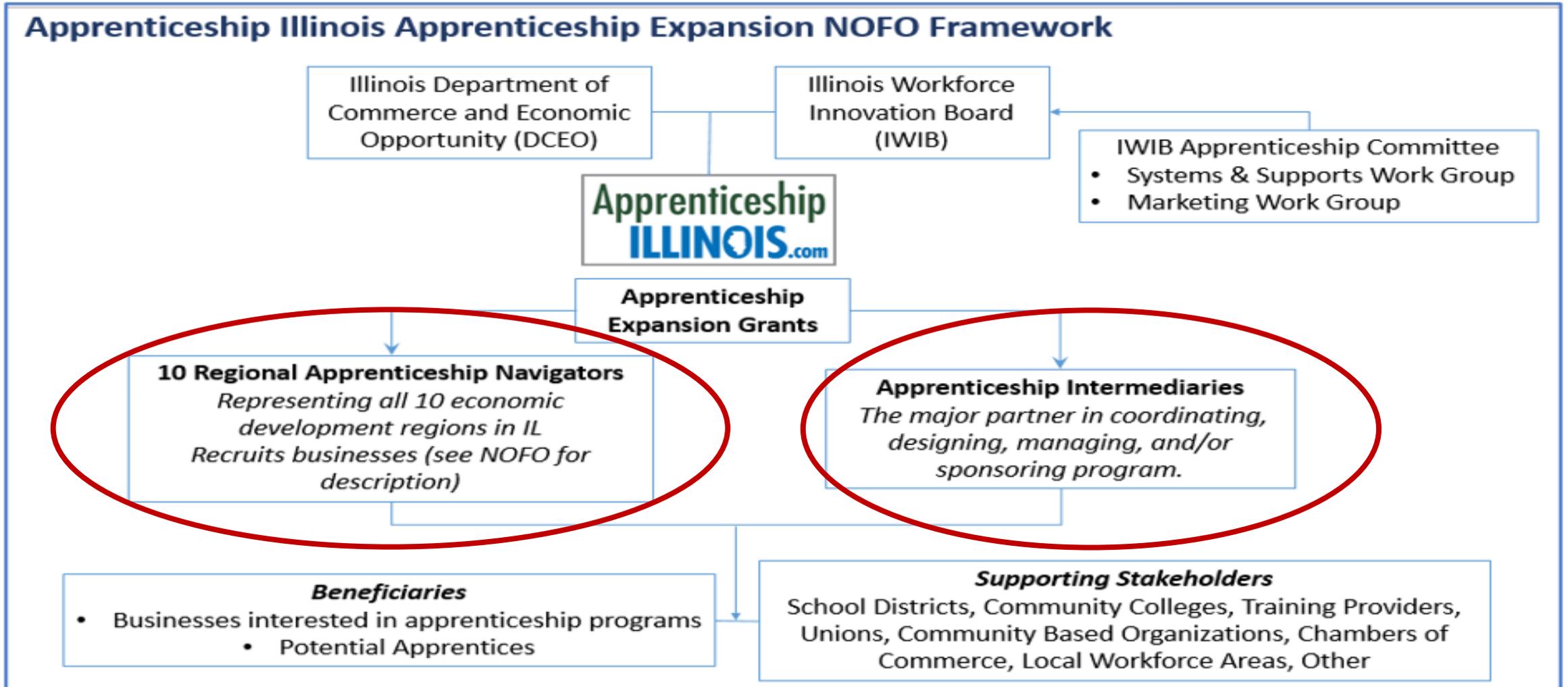
*Department of Commerce and Economic Opportunity Office of Employment and Training
May 24, 2023*

APPRENTICESHIP ILLINOIS FRAMEWORK

Expanding Registered Apprenticeships and Work Based Learning Through Navigators and Intermediaries

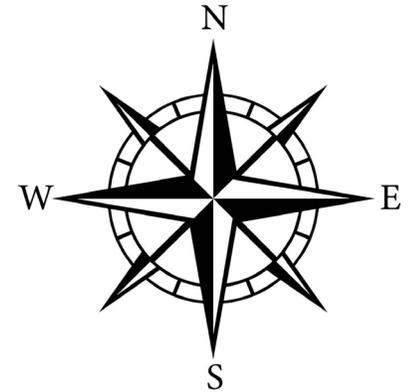
- Integrate apprenticeship into state strategies and programs
- Rapid development of new programs and/or the expansion of existing
- Development and recruitment of diverse pipeline of apprentices, and
- Easier for businesses to start programs and for apprentices to access

APPRENTICESHIP ILLINOIS FRAMEWORK



APPRENTICESHIP NAVIGATORS

- Key point of contact in region for apprenticeship expansion
- Facilitate development of RAPs with businesses and industries
- Act as convener for regional coordination & system networking
- Support existing and potential intermediaries in the region



APPRENTICESHIP INTERMEDIARIES

- Coordinate with Navigators and design RAPs
- Recruit apprentices and prepare them for apprenticeships
- Implement and manage apprenticeship partnerships or programs
- Provide participant supports and coordinate training



RE-ENVISIONING APPRENTICESHIP NAVIGATORS

NAVIGATOR ROLES AND RESPONSIBILITIES

- **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 Point of Contact in LWIA/Region for Work-Based Learning Opportunities

- **Coordinate outreach to businesses** with regional apprenticeship intermediaries, business service teams, education providers, chambers of commerce, and other partners, highlighting the benefits of apprenticeships and other work-based learning opportunities
- Promote and develop **diversity, equity, inclusion, and access** strategies
- **Serve as neutral convener** for sector partnerships using TPM framework
- Use the **Regional/Local Workforce Development Plan** and data to identify opportunities

Support Regional Coordination and System Networking

- Develop ***extensive stakeholder network*** of public & private sector and facilitate regional coordination
- Identify opportunities for ***program expansion*** and promotion, short and long-term ***demand planning***, competencies, and credentials
- ***Leverage WIOA*** to support incumbent workers & OJT for apprentices
- ***Partner with*** local school districts, technical colleges, unions, other training providers, employers, and community-based organizations

Facilitate the Development of Apprenticeships with Employers

- ***Consult with employers*** to assess the viability of apprenticeships
- Assist the development of new programs ***throughout the entire process***
- Work with sponsors on program elements & help ***develop new RAP sponsors***
- Identify ***resources and incentives*** available to employers or sponsors
- Provide TA to employers and sponsors, including ***DEIA best practices***

The roles and responsibilities of the Apprenticeship Navigators will be clarified as part of the five-year Apprenticeship Illinois planning process



TALENT PIPELINE MANAGEMENT

TALENT PIPELINE MANAGEMENT

- Strategy to address chronic regional and local skill gaps
- Creates consistent messaging, addresses barriers, and aligns workforce solutions
- Supports industry sector partnerships using the TPM strategy
- Success in Illinois for recruiting employers to sponsor apprenticeships
- DCEO provides training & support in TPM framework



TALENT PIPELINE MANAGEMENT *(cont'd)*

Six Strategies Provide a Talent Supply Methodology & Supports Sector Strategies



STRATEGY 1:

Organize for Employer
Leadership and Collaboration



STRATEGY 2:

Project Critical Job Demand



STRATEGY 3:

Align & Communicate Job
Requirements



STRATEGY 4:

Analyze Talent Supply



STRATEGY 5:

Build Talent Supply Chains



STRATEGY 6:

Engage in Continuous
Improvement & Resiliency
Planning

INTEGRATED BUSINESS SERVICE TEAMS

INTEGRATED BUSINESS SERVICE TEAMS

Promote, market, connect, & provide access to initiatives allowing businesses to access and implement available workforce programs and services.

- **Sector-based** – Aligned around regionally identified industry sectors.
- **Transformational** – Platform for dialogue between business and workforce partners.
- **Regional** – Regional in nature.
- **Coordinated** - Coordinated approaches and strategies all partners use.
- **United** – Continue co-locating partners to ensure maximum coordination.
- **Flexible** – Allows for regional innovation and customization.
- **Aligned** – Policies/procedures should be aligned.
- **Allowable** - Partners mandated, related services are still met.

Five Necessary Components for Integrated Provision of Business Services

- **Organizational Structure** – Enables communications among partners to develop a single, reliable, agreed-upon strategy.
- **Management of Business Intelligence** – Allows the sharing of information across partners.
- **Solutions-Based Service Offerings** – Focuses on delivering timely solutions to businesses.
- **Emphasis on WBL and Other Business-Focused Services** – Ties to the solutions that businesses seek.
- **Accountability and Performance Measurement** – Enables the measurement of meaningful results.

Integrated Business Service Teams **who successfully implement this framework** are positioned to perform the functions of the Apprenticeship Navigators.

2023 APPRENTICESHIP EXPANSION GRANT ACTIVITIES

2023 USDOL APPRENTICESHIP EXPANSION APPLICATION

- \$40 million USDOL formula funding supporting States' expansion of RAPs
- Anticipated first of a five-year program
- IL base funding = \$1.3 million (*July 1, 2023-June 30, 2024*)
- Distribute like Rapid Response IE funding to LWIBs
- DCEO anticipates \$1-1.2 million for apprenticeship expansion in LWIAs
- Range per grant \$75k - \$175k based on activities & potential impact



GOALS & LOCAL AREA ACTIVITIES

Goal 1: Apprenticeship Illinois Strategic Planning

- Document the Regional Apprenticeship Ecosystem.
- Plan for building the apprenticeship ecosystem 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.

GOALS & LOCAL AREA ACTIVITIES *(cont'd)*

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 WBL; Diversity, Equity, Inclusion, and Access (DEIA); the TPM Framework, funding for different components of apprenticeship, and provide training to partners as needed.
- Play a part in Apprenticeship Illinois partner collaboration meetings and events.



GOALS & LOCAL AREA ACTIVITIES *(cont'd)*

Goal 4: Coordinate and Expand Services to Employers

- Support the State in the design of new employer incentives.
- 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 organization in RAP development and sponsorship.



GOALS & LOCAL AREA ACTIVITIES *(cont'd)*

Goal 5: Coordinate and Expand Services to Workers/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 employer needs or emerging sectors within your region directly related to RAPs or preparing individuals for RAPs.



Goal 1: Apprenticeship Illinois Strategic Planning

State-Level Activities

- State-level apprenticeship ecosystem “map”
- Apprenticeship Illinois Expansion Manual
- Recommendation for new funding tools
- Comprehensive 5-year State apprenticeship plan

Local-Level Activities

- Regional apprenticeship ecosystem “map”
- Apprenticeship Illinois Expansion Manual
- Incorporate apprenticeship ecosystem expansion into local plan

State Activities vs. Local Activities

Goal 2: System Development, Support, and Outreach

State-Level Activities

- Develop CRM & referral system
- Marketing proposal for consistent messaging and outreach
- Standardized marketing materials
- Outreach Toolkit

Local-Level Activities

- Embed the navigator functions within the IBS teams
- Create strong regional partnerships & develop sector strategies using TPM

State Activities vs. Local Activities

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



State-Level Activities

- Design, develop/leverage, implement cross-training content and materials
- Inaugural Apprenticeship Illinois Summit
- Develop & publish annual report of outcomes

Local-Level Activities

- Participate in design & development of standard training for IBS teams
- Attend training
- Participate in Apprenticeship Illinois partner collaboration

State Activities vs. Local Activities

Goal 4: Coordinate & Expand Services to Employers

State-Level Activities

- Evaluate existing incentives & develop policy recommendations
- Employer Playbook
- RAP Sponsor Guide

Local-Level Activities

- Support design of new incentives
- Offer incentives to employers to establish new or expand existing RAPs
- Increase participation in industry specific employer collaboration
- Sponsor RAPs or support others to sponsor

State Activities vs. Local Activities

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



State-Level Activities

- Develop DEIA & customer-centered design strategies for recruitment & retention
- Apprentice Playbook
- Apprentice Barrier Reduction & other funding

Local-Level Activities

- Implement DEIA & customer-centered design strategies for recruitment & retention
- Support curriculum development for RAPs or preparing individuals for RAPs

State Activities vs. Local Activities

PROGRAM ACTIVITIES AND OUTCOMES

Specific Project Outcomes, Goals, and Deliverables

- 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

Specific Project Outcomes, Goals, and Deliverables *(cont'd)*

- 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

LOCAL APPLICATION INFORMATION

PROGRAM FUNDING

- Funding range per grant - \$75,000 to \$175,000
- LWIBs encouraged to work with regional partners (LWIAs, community colleges, and other economic and workforce development partners)
- Consideration given to geographic distribution of awards
- LWIBs must utilize funds to support apprenticeship expansion activities
- Requests must be reasonable, necessary, and directly related to notice



APPLICATION CHECKLIST

- Project Narrative
- Integrated Business Service Team
- Projected Outcomes
- Budget
- Budget Narrative
- Project Implementation Plan



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

PROJECT NARRATIVE *(cont'd)*

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 your commitment to participate in the design/development of training for IBS teams
- Describe your commitment to Diversity, Equity, Inclusion, and Access (DEIA) and the TPM Framework
- Describe your commitment to participate in Apprenticeship Illinois partner collaboration meetings and events

PROJECT NARRATIVE *(cont'd)*

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 collaborate with employers to increase awareness of RAPs and work-based learning
- Describe how you will develop RAPs and support other organizations in RAP development/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, around the recruitment and retention of all workers
- 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

COMPLETE THE TABLE

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		
<i>Add others</i>		



PROJECT THE GRANT ACTIVITIES AND OUTCOMES

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	

COMPLETE BUDGET TABLES

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

Note that grantees will be required to submit a Uniform Budget Template after DCEO makes a funding commitment.

INCENTIVES FOR EMPLOYERS

States may use up to 20 percent of grant funds 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 Registered Apprenticeship Programs;
- Costs related to design and start-up of Registered Apprenticeship Programs;
- 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 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.



PROVIDE ESTIMATE FOR EACH GOAL LISTED IN 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	\$

PROVIDE BRIEF BUDGET NARRATIVE

- **Personnel:** List all staff positions by title, including the roles and responsibilities.
- **Fringe Benefits:** Breakdown the amounts and percentages that comprise fringe benefit costs
- **Travel:** For grantee staff only, specify the purpose, etc.
- **Supplies:** Identify the cost of supplies
- **Contractual:** For each proposed contract and sub-award, specify the purpose and activities to be provided and the estimated cost.
- **Incentive Costs for Employers:** Specify incentives offered to employers
- **Supportive Services:** Specify supportive services offered to workers



COMPLETE PROJECT IMPLEMENTATION PLAN

GOAL/ACTIVITY	TIMELINE	RESPONSIBLE STAFF	DELIVERABLE

APPLICATION REVIEW

- DCEO will review applications on a *first-come, first-served basis* until all available funds have been committed.
- Reviewed based on:
 - Regional and Local Needs;
 - Impact of the Project;
 - Geographic Distribution of Awards; and
 - Cost



REPORTING REQUIREMENTS

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



FISCAL MANAGEMENT & MONITORING

- Program funded by USDOL Apprenticeship USA Grants
- Grant funding provided on a reimbursement basis; pre-award costs allowed
- Costs must be associated with allowable apprenticeship expansion activities
- Costs must be documented in accordance with 2 CFR Part 200
- Grant awards will be included in annual monitoring of LWIAs

APPLICATION SUBMISSION

- LWIAs that request funds under notice should submit a completed application electronically to CEO.OET.Grants@illinois.gov using the application template (Attachment A).
- Applications must be received by June 15, 2023, to guarantee consideration for funding commitments before the June 30, 2023, State of Illinois fiscal year end.

QUESTIONS AND ANSWERS

