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Request for Proposal

State Apprenticeship Expansion, Equity and Innovation Grant (SAEEI) SAEEI Project

Issue Date August 9, 2021

Proposal Due Date September 17, 2021

KEY INFORMATION SUMMARY SHEET
Kansas Department Of Commerce Registered Apprenticeship
Request for Proposal

State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI)

Purpose:	The purpose is to support the development of new, or the expansion of existing, RAPs, as described in 29 CFR Part 29 (Subpart A) and 29 CFR Part 30. This also includes quality pre- apprenticeship programs that directly lead to grant-funded RAPs during the grant period of performance.
Issue Date:	August 9, 2021
Issuing Office:	Kansas Department of Commerce (Commerce) Registered Apprenticeship
Submission To:	Kansas Department of Commerce Registered Apprenticeship 6 W. Peoria Street, Paola, KS 66071 Or email to apprenticeship@ks.gov
Proposal Label:	SAEEI Project Proposal
Attention:	Chastity Troxel, Registered Apprenticeship Program Manager
Proposals Due:	September 17, 2021, 5:00 PM (Central Standard Time)
Application Size	Application Proposal Narratives are limited to 15 pages.
Selection Announcement:	October 2021

Funding Available:

Registered Apprenticeship Intermediary SAEEI Project: Commerce will fund up to \$439,289.00 to a minimum of seven separate entities to develop new, or support the expansion of existing Registered Apprenticeship Programs (RAPs). Commerce will fund this program with the State Apprenticeship Equity, Expansion and Innovation grant (SAEEI).

Period of Performance: Start date of **July 1, 2021**. End date of **June 30, 2025**.

Eligibility:

All for-profit, private sector businesses; non-profit organizations; labor organizations; industry associations; local and regional economic development entities; public sector organizations; local governments; Registered Apprenticeship sponsors; Local Workforce Development Areas; and institutions of secondary and postsecondary education in the State of Kansas.

Note: In accordance with the provisions of Title 29 CFR § 29, a workforce intermediary serving as an apprenticeship Sponsor will:
1) identify the apprenticeable occupations and provide evidence of employer participation in the Registered Apprenticeship program.

Section 1 – General Information

I. Summary Statement

Commerce is allocating funding from of its State Apprenticeship Equity, Expansion and Innovation grant (SAEEI) to create the SAEEI Project. This award opportunity is for qualifying entities interested in expanding the reach of Registered Apprenticeship in the State of Kansas. The program will award up to \$439,289.00 to a minimum of seven separate entities.

Related Technical Instruction Reimbursements

An estimated, \$1,500,000 of the State Apprenticeship Equity, Expansion and Innovation grant (SAEEI) will go towards the *Related Instruction Reimbursement*. (See table 1 below) This structure allows each of the 7 awarded intermediaries who become Registered Apprenticeship sponsors or expand their program to offset the cost of registering new Registered Apprentices by allowing a reimbursement for the actual cost of Related Instruction up to a maximum of \$2,000 per new Registered Apprentice, until program funds are exhausted. These funds are also accessible for Youth Registered Apprentices to utilize as a supportive service to pay any actual costs associated with becoming a Registered Apprentice. Additionally, up to \$749,000 in incentive funds are available for special projects; examples: Registering Youth Apprenticeship programs, Registering programs for Justice Involved, and non-traditional programs that support under-represented populations. (See table 2 below)

Table 1

State Apprenticeship Expansion, Equity and Innovation (SAEEI) Grants									
Contractual Line Item (Competitive RFP)	Intermediary 1	Intermediary 2	Intermediary 3	Intermediary 4	Intermediary 5	Intermediary 6	Intermediary 7	Total Sub-Award Budget	Cost Basis
Intermediary Staff	\$ 220,289	\$ 220,289	\$ 220,289	\$ 220,289	\$ 220,289	\$ 220,289	\$ 220,288	\$ 1,542,022	8320 Hours for 4 years x 1 FTE x \$18.26/Hr for salary of RA's + Fringe = 45% of total salary
Training Expense	\$ 214,000	\$ 214,000	\$ 214,000	\$ 214,000	\$ 214,000	\$ 214,000	\$ 214,000	\$ 1,498,000	\$2000/Apprentice for RTI x 107 apprentices x 7 intermediaries
Other Costs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,000	\$5000 over 4 years for cost sharing equipment, operational costs, and LWDB collaborative events
Total Contractual Costs	\$ 439,289	\$ 439,288	\$ 3,075,022						
# Apprentices for 4 Yr Grant Period	107	107	107	107	107	107	107	750	

Table 2

State Apprenticeship Expansion, Equity and Innovation (SAEEI) Grants									
Contractual Line Item (Competitive RFP)	Intermediary 1	Intermediary 2	Intermediary 3	Intermediary 4	Intermediary 5	Intermediary 6	Intermediary 7	Total Sub-Award Budget	Cost Basis
Incentives*	\$ 107,000	\$ 107,000	\$ 107,000	\$ 107,000	\$ 107,000	\$ 107,000	\$ 107,000	\$ 749,000	Up to \$5350/New Employer x 20 New Employers Added x 7 Intermediaries
# Employers for 4 Yr Grant Period	20	20	20	20	20	20	20	140	

*Incentives will be defined in detail at a later time.

The purpose of the State Apprenticeship Equity, Expansion and Innovation (SAEEI) Project Request for Proposal is to seek innovative proposals from eligible entities for the purpose of supporting the development of new, or the expansion of existing, Registered Apprenticeship Programs (RAPs), as described in 29 CFR Part 29 (Subpart A) and 29 CFR Part 30. This also includes quality pre- apprenticeship programs that directly lead to grant-funded RAPs during the grant period of performance. The SAEEI Project will support Kansas to achieve the following goals: **1)** Apprenticeship system expansion to support the development, modernization, and diversification of RAPs, particularly as a support for state reemployment and recovery efforts; **2)** Partnership and alignment to support workforce system alignment; **3)** Increasing the number of apprentices enrolled in RAPs, including from under-represented populations; and **4)** Innovation in apprenticeship expansion efforts to include program development and recruitment strategies.

Additionally:

Commerce's RA staff and all 7 intermediary RA Coordinators shall conduct outreach to ensure Kansas local employers are aware of the opportunities available to them via this program.

- A. Registering a Group Joint or Group Non-Joint Registered Apprenticeship,
- B. Scaling an existing Registered Apprenticeship program,
- C. Register a new single business Registered Apprenticeship,
- D. Working with Local Area Workforce Development Boards in order to maximize supportive service delivery for individuals who are suitable and meet WIOA eligibility criteria.
- E. RA Sponsors serving as intermediaries will each register approximately 27 apprentices per year, providing approximately 108 new apprentices during the grant period for a total of 756 new apprentices statewide.

II. Funding

This award is based on reimbursable funding as performance benchmarks are met. Funds are reimbursed after the Awardee provides an invoice with documentation of the work that has been completed. Funding for these projects will be available for the duration of the grant beginning on **July 1, 2021**.

III. Kansas Department of Commerce Registered Apprenticeship

Prior to the award of this opportunity, all questions, correspondences, etc. of this RFP are to be sent to chastity.troxel@ks.gov. All correspondences should be labeled SAEEI Project Inquiry.

IV. Revisions to the RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be provided to all prospective Applicants who were sent this RFP or otherwise are known by the Program Manager to have obtained this RFP. Amendments made after the due date for proposals will be sent only to those Applicants who submitted a timely proposal and remain under consideration for award as of the issue date of the amendment.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date shall accompany the Applicant's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Applicant from complying with all terms of any such amendment.

V. Proposal Conference Call Dates

Commerce will host a conference call to review the application process and answer Applicants' questions. This conference call will take place on **August 16, 2021, 10:00 – 11:00 AM**. **Email Chastity Troxel at chastity.troxel@ks.gov to register to participate in the call.** Subject line should be labeled **SAEEI Project Review Registration**, email body should include name of business or organization and name attending participants along with contact information.

VI. Proposals Due Date

Commerce must receive an original mail or electronic copy of the proposal at the address or email address listed below, no later than **5:00 PM (Central Time) on September 17, 2021** in order to be considered. All emailed proposals must be labeled **SAEEI Project Proposal**.

Kansas Department of Commerce Registered Apprenticeship
Attn: Chastity Troxel, Registered Apprenticeship Program Manager
6 W. Peoria Street, Paola KS 66071
Or email to apprenticeship@ks.gov

Requests for extension of the closing date or time shall not be granted. Applicants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Program Manager.

Proposals received by the Program Manager after the due date, **5:00 PM (Central)** on **September 17, 2020**, shall not be considered.

VII. Amendments, Cancellations, and Discussions

The State reserves the right to amend or cancel this RFP; accept or reject any and all proposals, in whole or in part, received in response to this RFP; to waive or permit cure of minor irregularities; and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State of Kansas. The State also reserves the right, in its sole discretion, to grant an award based upon the written proposals received without prior discussions or negotiations.

VIII. Clarification Meetings

Applicants may be required to clarify proposal information verbally via a phone call or a Microsoft Teams meeting. During phone calls and/or Microsoft Teams meetings, applicants will be asked to put significant representations made by an Applicant into writing as an addendum to the original proposal. All such written representations will become part of the Applicant's proposal and are binding if the Award is granted. The Program Manager shall notify Applicants of the time and place of clarification meetings.

IX. Applicant Responsibilities

The selected Applicant shall be responsible for rendering services as required by this RFP. Subcontractors or sub-grantees shall be identified and a complete description of their role relative to the proposal shall be included in the Applicant's proposal. The Applicant is responsible for ensuring that the subcontractor or sub-grantee is aware of the terms and conditions of the sub-award and has fully agreed to comply with the terms and conditions. The Applicant will be responsible to the Awardee for any breaches of the terms and conditions by its subcontractors or sub-grantees.

X. Award

By submitting an offer in response to this RFP, an Applicant, if selected for award, shall be deemed to have accepted the terms of the RFP and of the award.

XI. Compliance with Laws / Arrearages

By submitting a proposal in response to this RFP, the Applicant, if selected for award, agrees that it will comply with all federal, State and local laws applicable to its activities and obligations under the award.

By submitting a response to this RFP, each Applicant represents that it is not in arrears in the payment of any obligations due and owing the State of Kansas, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the award if selected for award.

This RFP and subsequent awards are subject to the Uniform Guidance Terms and Conditions.

XII. Fair Practices Certification

The Awardee must certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of (i) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

XIII. Assurance of Nondiscrimination and Equal Opportunity in USDOL-Funded Agreements

If services provided under this award are funded in whole or in part with monies received from the U.S. Department of Labor, the Awardee specifically agrees that they will comply fully with the non-discrimination and equal opportunity provisions and Terms and Conditions of the Workforce Innovation and Opportunity Act of 2014, the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964 as amended; the Americans With Disabilities Act; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 C.F.R. part 38.

Section 2 – Scope of Work

I. Introduction

The Kansas Department of Commerce Registered Apprenticeship (Commerce) is seeking applications to develop and scale larger Registered Apprenticeship programs in the State of Kansas.

Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job training (OJT) with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an “earn and learn” strategy, Registered Apprenticeship offers jobseekers immediate employment opportunities with sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may often be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. **Business Involvement** – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. **On-the-Job Training¹** – Every Registered Apprenticeship program includes structured OJT. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job.
3. **Related Instruction²** – Apprentices receive Related Instruction or classroom style training that complements the OJT. This instruction helps refine the technical and academic skills that apply to the job. A community college, technical school or college, an apprenticeship training school, non-profit, community-based organization (CBO), industry, labor organization, business association, or business may offer Related Instruction. The instruction can be provided at various locations, to include: the school, online, or at the work site.
4. **Rewards for Skill Gains** – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.
5. **National Occupational Credential** – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a certificate of completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills included in their career pathway.

Youth Registered Apprenticeship - an “earn and learn” work model available through school

systems. This model is for students in 11th and 12th grade, focused on high-growth and high-demand industries. Youth Apprentices receive supervised, structured, OJT from a mentor in a specific in-demand occupation within industries such as:

1. Environmental, Agricultural, and Natural Resources;
2. Business Management and Finance;
3. Construction and Development;
4. Health and Bio Sciences;
5. Information Technology; and
6. Manufacturing, Engineering, and Technology.

Students in Youth Registered Apprenticeship programs can work 5 - 18 hours weekly with a certified employer, while receiving related educational training through their high school. Participating students typically work during the summer after their junior year and during their senior year with a state-approved employer connected to a Registered Apprenticeship program. They work with a mentor to learn valuable skills and earn industry credentials and high school credit. Students also receive training in employability skills, interpersonal/social skills, and general knowledge of the world of work.

Youth Registered Apprenticeship allows youth ages 16 and up who are high school juniors or seniors to be registered as apprentices with a Registered Apprenticeship Sponsor prior to graduation (with the consent of the youth's parent or guardian). Youth becoming Registered Apprentices will receive the appropriate Related Instruction while in high school and will begin working part-time to accrue OJT hours, as their schedules allow. Upon high school graduation, these youth will then be full-time Registered Apprentices. All hours of OJT and Related Instruction accrued during high school are part of their required hours to complete the Registered Apprenticeship program.

¹ Also known as “on the job learning” (OJL).

² The U.S. Department of Labor now refers to Related Technical Instruction (RTI) as Related Instruction, as seen in the Workforce Innovation and Opportunity Act; Department of Labor Only Final Rule - <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>.

II. General Provisions and Other Requirements

- A. Eligible Applicants include:
1. For-profit, private sector businesses;
 2. Non-profit organizations;
 3. Labor organizations;
 4. Industry associations;
 5. Local and regional economic development entities;
 6. Public sector organizations;
 7. Local governments;
 8. Registered Apprenticeship sponsors;
 9. Local Areas; and
 10. Institutions of secondary and postsecondary education.
- B. The Applicant's project must:
1. Expand Registered Apprenticeship in the State of Kansas through one or more of the following strategies:
 - a. Register a Group Joint or Group Non-Joint Registered Apprenticeship,
 - b. Scale an existing Registered Apprenticeship program,
 - c. Register a new single business Registered Apprenticeship, and/or
 - d. Work with Local Area Workforce Development Boards in order to maximize supportive service delivery for individuals who are suitable and meet WIOA eligibility criteria.
 2. Demonstrate a strong relationship and commitment from employers from a target industry sector(s).
 3. Create a sustainability plan for once award funds are exhausted or the project has ended.
- C. The Applicant is encouraged to serve individuals facing barriers to employment, as defined in Kansas's State WIOA Plan and shown on page 20 and 21.
- D. To be eligible to receive an *SAEEI award*, an Applicant is not required to provide dollar-to-dollar matching of funds. However, Applicants are encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided, blended, or stacked funding from other public, private or philanthropic sources.
- E. Commerce will not fund Applicants who are the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
- F. Applicants must have an effective and efficient financial management system that allows for the accurate tracking of award expenditures and obligations by funding source, fund type, cost classification, and budget line item; experienced accounting and/or program staff familiar with federal grants management and reporting; and financial solvency that allows for award payments on a reimbursement basis for actual costs incurred.
- G. Allowable costs include:

1. Convening partners and sponsors for planning;
 2. Developing curriculum;
 3. Books and training materials;
 4. Initial proficiency testing;
 5. Project management;
 6. Case management;
 7. Funding costs associated with Related Instruction;
 8. Supportive services offered through Local Workforce Development Boards; and
 9. Activities related to:
 - a. Creating a non-traditional Registered Apprenticeship program;
 - b. Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship;
 - c. Creating Registered Apprenticeship programs that attract apprentices who fall into Kansas's WIOA target populations,
 - d. Reactivating or modernizing of a previously inactive Registered Apprenticeship program;
 - e. Registering a Group Join or Group Non-Joint Registered Apprenticeship;
 - f. Scaling an existing Registered Apprenticeship program;
 - g. Registering a new single business Registered Apprenticeship; and
 - h. Allowing a Local Area to work with one or more existing Registered Apprenticeship programs to expand the number of apprentices that they have.
 - i. Registering a youth Apprenticeship, and/or a justice involved Apprenticeship.
- H. *SAEEI Projects* are prohibited from directly paying participant wages. The *SAEEI* is subject to 2 CFR Part 200, 683, and 2900 "[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)". Food and drink are not allowable costs under this award.
- I. Participants that enter into the second year of Registered Apprenticeship upon registration due to advanced credit are eligible to participate in the Related Instruction.
- J. Commerce has established a maximum threshold for training costs ("training caps") for *SAEEI* Applicants of up to \$2,000 per Apprentice. Projects must be completed by June 30, 2025. To the extent allowed under the *SAEEI* Grant, Commerce may consider a training proposal that exceeds this cap if extenuating circumstances warrant. Consideration will require additional justification to be submitted by the Applicant, evidencing substantial wage growth and job creation as an outcome of participation in the program.
- K. The Related Technical Instruction Reimbursement only apply to new Registered Apprentices. Employers may not request reimbursement for previously registered Apprentices.
- L. The Related Technical Instruction Reimbursement only covers employer's actual costs for Related Instruction, not to include costs paid by other grant funding streams, by the Registered Apprentice, etc. Related Instruction costs may include tuition, fees, and books. Food and drink are not allowable costs under this grant.
- M. The proposal must:

1. Describe the process to be utilized for assessment of participant experience, skills, and individual employability development needs and indicate the testing that will be delivered.
 2. Describe which award activity(ies) are planned to be implemented.
 3. Describe the process to be utilized for ensuring that data is collected and reported to COMMERCE in a timely manner.
 4. Develop a business relationship with employers.
 5. Identify the targeted industry sector(s) identified.
 6. Create a sustainability plan for once award funds are exhausted or the project has ended.
 7. Include relevant letters of support and/or commitment, must obtain a letter of support from your Local Workforce Development Board (Note: these letters do not count against the proposal page count of 15 pages).
- N. The Applicant may provide services in collaboration with a local or regional consortium with the following recommended types of members:
1. Local Workforce Development Area,
 2. WIOA Title II adult education provider,
 3. Sponsor(s) of Registered Apprenticeship programs,
 4. Representative industry, and
 5. Community Based Organization (CBO) or faith-based organization with track record of serving hard-to-serve populations.
- O. The Applicant must provide a description of how it will meet the required outcome of registering a minimum of 108 new apprentices.
- P. The Applicant must provide a description of how it will meet applicable outcomes relevant to the proposal. Commerce funds this RFP in an effort to reach the following outcomes, where applicable.
1. New businesses engaged;
 2. New non-traditional Registered Apprenticeship programs in the state;
 3. New Registered Apprenticeship programs in the state;
 4. Existing Registered Apprenticeship programs expanded;
 5. Registered Apprenticeship programs that engage traditionally underrepresented populations;
 6. Number of services provided to participants;
 7. Increase in Registered Apprentices;
 8. Increase in women who are Registered Apprentices;
 9. Increase in youth (16-24 year old) who are Registered Apprentices; and
 10. Number of connections to Kansas WIOA workforce system.
 11. Number of individuals facing barriers to employment, as defined in Kansas's State WIOA plan.
- Q. Supportive services provide financial assistance to participants who would not be able to participate otherwise. Local Workforce Development Boards may offer supportive services to eligible participants with transportation, education or training equipment, uniforms, tools, child or dependent care, graduation fees, and union fees. All participants must be Registered Apprentices.
- R. The use of funds awarded in the RFP is governed by associated Federal regulations, State and Federal directives, and the Federal Office of Management and Budget

(OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Funds awarded under this RFP cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs.

S. Data Collection Requirements

1. After the project is completed, the authorized representative of the business agrees to provide follow-up information on all of the Registered Apprentices participating in Related Instruction including programs/courses successfully completed, certifications/credentials acquired, promotions/wage increases received, etc.
2. Commerce may require additional reporting information from *SAEEI* recipients, beyond the monthly program report, upon approval. Awardees must respond to reporting requests within 30 calendar days of receipt or forfeit the grant.
3. The Awardee shall ensure that their customer information is properly recorded within timeframes to be determined by Commerce. Commerce will provide technical guidance related to data collection, recording, required supporting documentation, and reporting to the service providers during the term of the award.
4. Commerce will conduct regular programmatic and fiscal monitoring to ensure that activities of its service providers are on target to meet award goals.

T. Reporting Requirements

1. The Awardee shall submit monthly financial and narrative program progress reports to Commerce. Templates for these reports will be provided by Commerce as an attachment to the formal award.
2. Reports are due by the **Tenth** (10th) day of each month following the month of service during the award period. The chief executive officer of the service provider(s) organization(s) or his/her authorized senior level designee must sign the monthly financial and narrative program progress reports.
3. Expenditure Reporting amounts reported as “This Month’s Expenditures” will be reimbursed within one week of the submission of monthly expenditure reports. This allows for a dual function of the expenditure report to become a reimbursement form to reduce the burden of paperwork on Awardee. Any value appearing in the monthly expenditures columns should represent the reimbursement for actual cash expenditures incurred during the reporting cycle.

III. Award Staffing and Management

The Awardee shall designate a full-time equivalent as an Apprenticeship Coordinator who will be solely dedicated to the project.

I. Proposals Section 3 – Proposal Format

Commerce must receive an original mail or electronic copy of the proposal at the address or email address listed below, no later than **5:00 PM (Central Time) on September 15, 2020** in order to be considered. All proposals must be labeled **SAEEI Project Proposal**.

Kansas Department of Commerce Registered Apprenticeship
Attn: Chastity Troxel, Registered Apprenticeship Program Manager
6 W. Peoria Street
Paola, KS 66071
Or email to apprenticeship@ks.gov.

II. Submission

The proposal must include the Request for Proposal Narrative (**Attachment A**). All sections of the RFP Narrative form must be completed with as much detail as possible, and must include all required partnership letters of commitment. Proposal Narratives must be limited to 15 pages. Applications must include relevant letters of support and/or commitment; the letters do not count against the 15-page limit.

The Applicant must submit a detailed line item budget using the forms provided as **Attachment B** for their project's period of performance. Also include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items. Discuss here any items that need explanation. The budget must reflect the cost per participant. Administration costs may not exceed 10% of program costs.

Match is not required; however, proposals that include committed cash and in-kind match are preferred. Applicants must designate a full-time equivalent staff member as an Apprenticeship Coordinator who will be solely dedicated to the project in the completion of this award.

Proposal Submission Process

The following items describe each step in the process for submitting a response to this Request for Proposals

1. Request for Proposals Released
2. Submit questions to RFP Contact via email
3. Submit Proposals
4. Finalist interview conducted in person at Commerce
5. Finalist Notification

We request that only entities with the requisite experience and expertise apply.

SAEEI Project
ATTACHMENT A: NARRATIVE APPLICATION

The Kansas Department of Commerce Registered Apprenticeship (Commerce) has been awarded the *State Apprenticeship Expansion, Equity, and Inclusion Grant (SAEEI)* to invest in programs that support and enhance Registered Apprenticeship (RA) expansion strategies. Commerce's commitment to innovative practices includes funds for expanded Registered Apprenticeship activities.

Commerce considers the following entities to be eligible for SAEEI Projects:

- For-profit, private sector businesses;
- Non-profit organizations;
- Labor organizations;
- Industry associations;
- Local and regional economic development entities;
- Public sector organizations;
- Local governments;
- Registered Apprenticeship sponsors;
- Local Workforce Development Areas; and
- Institutions of secondary and postsecondary education.

Applicants are encouraged to focus on connecting Kansas's WIOA target populations to Registered Apprenticeship opportunities. To be eligible for participation in the *SAEEI*, an applicant is not required to provide dollar-to-dollar matching of funds, but is encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided funding from other public, private or philanthropic sources.

Commerce will not fund applicants who are the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.

SELECTION CRITERIA

The following selection criteria will be considered:

1. Evidence of experience in successfully addressing the Scope of Work for other similar programs
2. Evidence of capacity to address the requirements of the Scope of Work of the SAEEI Project
3. Quality of proposed approach to program development and employer engagement
4. Demonstration of innovation to meet or exceed Scope of Work of the SAEEI Project

The arrangement of criteria is not meant to imply order of importance in the evaluation process.

Disclaimers

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate Kansas Department of Commerce to execute a contract with the respondent. Kansas Department of Commerce reserves the right to accept any offer on the basis of the general submission requirement set forth in this RFP, and to evaluate all accepted responses on the criteria in this RFP. At the discretion of Kansas Department of Commerce, all or part of this request may be cancelled or withdrawn or reissued. During the review, Kansas Department of Commerce reserves the rights, at its discretion to contact proposers for the purpose of offering them the opportunity to clarify any points, the determination of which is the sole discretion of the Kansas Department of Commerce.

Concluding Notes

Kansas Department of Commerce anticipates a selection to be made by October 2021. Any award is subject to funding availability.

Eligible entities must complete the following information for consideration for an award under Kansas's Registered Apprenticeship SAEI Project. All sections must be addressed for application to be considered.

Note: Use the TAB key to quickly navigate to each field.

Completed applications should be submitted electronically to apprenticeship@ks.gov or by mail to:

Kansas Department of Commerce Registered Apprenticeship

Attn: Chastity Troxel

6 W. Peoria Street

Paola, KS 66071

Applicant must include letters of support as enclosures to the application.

APPLICANT INFORMATION			
Organization Name	Employer Identification Number (An EIN is written in the form 00-0000000)	Point of Contact Name	Point of Contact Title
Organization Street Address	City, State ZIP Code	Organization Phone Number	Point of Contact E-Mail Address
Registered Apprenticeship Sponsor Number (if applicable):			
PROJECT OVERVIEW			
1. Indicate the amount of funds requested, up to a maximum amount of \$439,289.00 per project. Incentives could be earned at a values up to \$107,000 for the grant period.			
2. Indicate the number of Registered Apprentices that will be served, should your proposal be granted funding. All awardee must register a minimum of 108 apprentices during the 48-month grant term.			
APPLICANT EXPERIENCE			
3. Provide a brief profile of the applying organization, highlighting any previous experience related to Registered Apprenticeships. If none, please state N/A. Please provide Resumes for key personnel.			
4. Provide a brief profile of any partner organization(s), highlighting any previous experience related to Registered Apprenticeships. If none, please state N/A.			
DESCRIPTION OF PROPOSED USE OF SAEEI GRANT FUNDS			
4. Describe your organization's proposed plan for use of <i>SAEEI Projecting</i> . Include a description of the Related Instruction, skills, and/or processes that are included as part of the proposed activities. If non-traditional occupations are a focus area, please be sure to note this and provide details.			
5. If applicable, indicate the number of new Registered Apprenticeship programs developed under your proposal and provide a description of each program. If applicable, indicate the number of Registered Apprenticeship programs reactivated under your proposal and provide a description of each program.			
6. Provide a brief overview of the individuals to be served through your organization's proposed activities. If historically underrepresented populations are being served, please indicate which ones and what approach is being used for recruitment/retention.			

OVERVIEW OF PROGRAM COSTS

7. Provide a detailed itemized list of ALL costs associated with your program proposal. This list must account for the full amount of the funds requested by your organization, as indicated in Item #1 above. **Amount of funds requests should not exceed \$439,289.00**

NOTE: SAEEI Projects are prohibited Awards must register a minimum of 108 apprentices.

8. Provide a detailed listing of all leveraged resources that are helping to support your organization's proposal. These may include: organizational staff salaries, program administrative costs, etc.

PROJECT TIMELINE

9. Describe the estimated timeframes for all of the proposed project's key activities. Indicate project START and END dates clearly within this timeline. All projects must conclude by **6/30/2025**.

OVERVIEW OF PROGRAM DELIVERABLES

10. Please provide a detailed description of how the activities proposed by your organization will enhance the use, availability, and effectiveness of Registered Apprenticeship programs. (length not to exceed 750 words)

11. Please provide a description of how your organization's proposal supports diversity of Kansas's Registered Apprenticeship program.

SUSTAINING THE EFFORT

12. When funds awarded under the *SAEEI* are exhausted or the project has ended, how will the efforts initiated under your proposal be sustained?

13. On behalf of _____, I affirm and attest that our organization is not under investigation by any federal, State or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.

GENERAL INFORMATION

Purpose of SAEEI Project

The purpose of this program is to support the development of new, or the expansion of existing, RAPs, as described in 29 CFR Part 29 (Subpart A) and 29 CFR Part 30. This also includes quality pre-apprenticeship programs that directly lead to grant-funded RAPs during the grant period of performance. The SAEEI grant will support Kansas to achieve the following goals: 1) Apprenticeship system expansion to support the development, modernization, and diversification of RAPs, particularly as a support for state reemployment and recovery efforts; 2) Partnership and alignment to support workforce system alignment; 3) Increasing the number of apprentices enrolled in RAPs, including from under-represented populations; and 4) Innovation in apprenticeship expansion efforts to include program development and recruitment strategies.

Registered Apprenticeship Program (Raps)

RAPs are a proven model of job preparation. In Kansas all programs are registered by Kansas Department of Commerce Registered Apprenticeship who DOL-recognizes as State Apprenticeship Agency (SAA). Sponsors employ workers and combine paid On-the-Job Training (OJT) (also referred to as On-the-Job Learning (OJL) with Related Technical Instruction (RTI) to progressively increase workers' skill levels and wages. RAPs are also a business-driven model that provide an effective way for employers to recruit, train, and retain highly skilled workers. RAPs allow workforce partners, educators, and employers to develop and apply industry standards to training programs, thereby increasing the quality of the workforce and workforce productivity. RAPs are an "earn while you learn strategy" that offers job seekers immediate employment opportunities that pay sustainable wages and offer advancement along a career path as they complete their training.

Completers of RAPs receive recognized postsecondary credentials, and their training may be applicable toward further post-secondary education.

RAPs are authorized under the National Apprenticeship Act of 1937 (29 U.S.C. 50 et seq.), and implementing regulations located at 29 CFR Part 29 (Subpart A) and 29 CFR Part 30. Kansas Department of Commerce Registered Apprenticeship registers programs for federal purposes, ensures that RAPs meet applicable federal and state laws and regulations covering RAPs, issues certificates of completion to apprentices, encourages the development of new programs through outreach and technical assistance, protects the safety and welfare of apprentices, and ensures equal employment opportunity for apprentices. New programs developed under this funding opportunity must conform with federal and state laws and regulations covering RAPs.

All Registered Apprenticeship programs consist of the following five core components:

- 1. Direct Business Involvement.** Employers are the foundation of all RAPs and are an essential component in every design of a RAP program. Employers or their joint apprenticeship training committees must play an active role in developing and expanding RAPs, and are most critical in delivering the OJL/OJT of the apprenticeship program.
- 2. National Industry Recognized Credential.** Every completer of a RAP receives an industry-recognized credential, referred to as a Certificate of Completion, which is issued by the DOL or a federally recognized SAA. This portable credential signifies that the apprentice is qualified to perform in an occupation. Many RAPs (particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation) also offer interim credentials as apprentices master a variety of skills as part of a career pathway. These interim credentials, based on specific measurable and technical skills, may also positively count towards the WIOA Credential Attainment Rate.

3. **Progressive wage.** Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage increases motivate apprentices as they advance through training and become more productive and skilled at their job. Registered apprentices must receive at least one pay increase during the RAP.
4. **Related Technical Instruction (RTI).** Apprentices receive RTI (sometimes referred to as related instruction) or classroom style training that complements the OJL/OJT (On the Job Learning/On the Job Training). 29 CFR 29.2, Part A, defines “Related Instruction” as “an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.” Federal regulations recommend a minimum of 144 hours of Related Instruction annually for apprentices. This instruction helps refine the technical and academic skills that apply to the job. An accredited training provider such as a community college, technical school or college, an apprenticeship training school, an online provider, the sponsor, or a combination of sources, may provide related instruction. This instruction can be provided at the school, online, or at the work site. It can also be front-loaded, where the related instruction occurs upfront and prior to the OJL/OJT, it can be simultaneously provided with the OJL/OJT (e.g., in the evenings or weekends), or it could be segmented or provided sporadically throughout the OJL/OJT. These different modalities highlight the flexibility inherent in this registered apprenticeship model in order to meet unique industry and apprentice needs.
5. **Structured On-the-Job Learning/ Training.** All RAPs include structured OJL/OJT in a RAP. Companies hire apprentices and provide hands-on training from an experienced professional. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to be fully proficient in the occupation. At a minimum, OJL/OJT for apprentices must last a year (for competency-based occupations) or 2,000 hours (for time-based occupations). The term of all programs are driven by the target occupation in accordance with the industry standard for the occupation.

Key Outcomes: Expand employer participation through the Intermediary Structure; increase the number of apprentices by 750 statewide; enhance the number of WIOA co-enrollments and workforce services delivered; amplify workforce through pre-apprenticeship, youth apprenticeship and justice-involved pathways.

The U.S. Registered Apprenticeship System is authorized through the National Apprenticeship Act of 1937. Kansas Department of Commerce Registered Apprenticeship serves as the “State Apprenticeship Agency” and advisory consultation with the Kansas Apprenticeship Council, is responsible for the following functions:

- A. Registering apprenticeship programs that meet federal and state standards;
- B. Issuing certificates of completion to Registered Apprentices;
- C. Encouraging the development of new programs through outreach and technical assistance;
- D. Protecting the safety and welfare of Registered Apprentices; and
- E. Assuring that all programs provide high-quality training.

The scope of this SAEEI grant guidance is specific to laying out the processes for the SAEEI Competitive RFP to provide information on the application and requirements for the funding opportunities.

Workforce Innovation & Opportunity Act & RA

Kansas's State Apprenticeship Equity, Expansion and Innovation grant (SAEEI) strategies complement existing WIOA programming. For example, Registered Apprenticeship sponsors may be able to access on the job training funds and/or supportive services to help cover a portion of costs for new Registered Apprentices that are Workforce Innovation and Opportunity Act (WIOA)-eligible.

The workforce system established under WIOA is integrated to help both businesses and jobseekers. WIOA envisions connecting businesses with jobseekers, through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of jobseekers through establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. WIOA places an emphasis on serving individuals with barriers to employment that hinder them from entering into a fulfilling and meaningful career.

Registered Apprenticeship is fully aligned with the employer-focused, work-based training that WIOA envisions. Features of Registered Apprenticeship, including its flexibility, opportunities for immediate earnings, and emphasis on partnerships, make it an effective strategy to meet workforce needs.

Supportive Services Offered Through Local Workforce Development Boards

Supportive services provide financial assistance to participants who would not otherwise be able to participate in a program. Local Workforce Development Boards, when suitable, may offer supportive services for eligible Youth Apprentices to assist with becoming a Registered Apprentice, as well as they may offer supportive services to newly Registered Apprentices under this award. Supportive services may include: transportation, uniforms, tools, work or training equipment, child or dependent care, graduation fees, union fees, and/or clothing for interviews or job fairs.

Before approving a program participant for supportive services, Registered Sponsors should have the individual's eligibility evaluated through a Local Workforce Development Board prior to being hired. Sponsors must follow all WIOA Local Area supportive service policies including submission procedures and payment issuances. All supportive services must be recorded indicating the services provided in KANSASWORKS.com and documented in case notes. Other documentation methods may also be appropriate (e.g. mileage calculation for transportation allowance and quotes for tool cost).

Applicants are encouraged to focus on connecting Kansas's WIOA target populations to Registered Apprenticeship opportunities and are required to have strong employer participation. Kansas's WIOA target populations are listed below.

Kansas's Target Populations: Individuals with Barriers to Employment
Displaced Homemakers.
Low-income individuals.
Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
Individuals with disabilities, including youth who are individuals with disabilities.
Older individuals.
Ex-offenders.
Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths

(as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))). (H) Youth who are in or have aged out of the foster care system.
Youth who are in or have aged out of the foster care system.
Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
Eligible migrant and seasonal farmworkers, as defined in section 167(i).
Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
Single parents (including single pregnant women).
Long-term unemployed individuals. Long-term unemployed individuals.
Such other groups as the Governor involved determines to have barriers to employment.
Individuals facing substantial cultural barriers.
Individuals who have low levels of literacy.

*Veterans – Veterans continue to receive priority of service for all DOL-funded programs.

Application Review

The *SAEEI* Review Team must review submitted applications in a timely manner. The Review Team must ensure that approved applications meet program requirements. The Review Team must not consider training proposals that seek retroactive funding.

Application Approval/Denial

Commerce must inform applicants via email of *SAEEI Project* approvals or denials. Commerce will deny incomplete applications. If approved, Commerce shall provide the applicant with an Award Notification to be completed by the applicant.

Awardee's must be prepared to enter into contract negotiations and begin implementing programmatic work. Awardee's will be sent subaward agreements for review and signature. Awardee's must submit signed completed sub-award to Commerce for review within 14 calendar days of the receipt of the sub-award agreement by email at chastity.troxel@ks.gov. Sub-award agreements may be submitted by mail to the following address:

Kansas Department of Commerce Registered Apprenticeship
 Attn: Chastity Troxel, Registered Apprenticeship Program Manager
 6 W. Peoria Street
 Paola, KS 66071

After an award agreement has been formally executed, Commerce shall provide funds to the approved program on a cost reimbursement basis. The awardee will invoice Commerce via the monthly fiscal report and invoice. If the Review Team denies an application, Commerce shall provide the applicant with an Award Denial Notification containing feedback on the proposal.