I. Background and Purpose

The U.S. Department of Labor (DOL) is seeking to grow the number of Registered Apprenticeship (RA) programs and the number of enrolled apprentices through the Apprenticeship Expansion and Modernization Fund. The AEMF includes foundational and tailored sponsor outreach, technical assistance (TA), and dissemination of innovative tools and strategies that support rapid expansion of apprenticeship nationally. Accordingly, the DOL has awarded JFF a three-year contract to accomplish these key elements of work:

- Build the capacity of youth-serving organizations, workforce development boards, employers, and others to expand RAs to opportunity youth (OY), through the development of new and/or expansion of existing RAs or pre-apprenticeship pathways that result in enrollment in RAs.
- Establish a nationwide network of training and TA providers to support prospective and current apprenticeship sponsors, intermediaries, and other related stakeholders.
- Serve as innovation incubators by managing the development and dissemination of tools and strategies that hold promise to accelerate the expansion of RA across the nation.
- Drive enrollment of at least 500 OY in RAs by the end of the three-year contract.

II. Technical Assistance Opportunity

- 10 to 15 sites will be selected to be part of a TA network from January 2020 to June 2022.
- Selected sites will receive / have access to:
  - Suite of Technical Assistance. Selected sites will be part of a national network that involves peer sites as well as subject matter experts. Group TA in the form of virtual and in-person institutes will be available. In addition, sites will have a dedicated TA coach who will work with them to develop a customized TA plan, which may include consultations with a variety of experts as needed.
  - Wide Range of Content Expertise. Through group and individual TA, sites can receive a range of customized support in expanding pre-apprenticeships.
leading to RAs for OY. Topics could include: understanding the RA process, transitioning a career training program to a pre-apprenticeship, RA roles (employer, sponsor, intermediary, related technical instruction), speaking with employers about apprenticeship and OY, developing your apprenticeship pipeline, inclusive practices, measuring competency for your program, financing apprenticeships for OY, supporting employers to work with OY on the job, RA standards, and legal compliance.

- **Application for Incentive and Rapid Innovation Pilot Funding.** Selected TA sites will be able to apply for funds through a formal request process. JFF will prioritize one-time incentive funding to organizations/intermediaries or employer partners, partnering with companies and sponsors who are ready, or close to being ready, to implement new and/or expand existing apprenticeship programs, yet face financial barriers to start-up. The incentive funds can alleviate the costs of launching an RA such as classroom instruction, on-the-job training, or support services for the apprentices. Rapid innovation pilot funding will have two primary categories: 1) testing innovations that build the capacity of local OY-serving organizations to drive apprenticeship adoption, and 2) driving innovations in increasing diversity and inclusion in existing RAs by piloting models for engaging OY.

### III. Application Process

- **Eligible applicants:**
  
  This solicitation is targeted to backbone organizations in the Opportunity Youth Forum. Separate solicitations are being released to organizations in the Young Adult Talent Development Network and to state and local workforce development boards.

- **Timeline:**
  
  - October 28, 2019: application released
  - November 11, 2019: submit any questions to OY_TA_submissions@jff.org
  - November 18, 2019: 2:00-3:00pm ET Webinar reviewing this TA opportunity and selection process. Click [here](#) to register for the webinar.

  - **November 25, 2019: TA applications due to OY_TA_submissions@jff.org by 5 p.m. ET**
  - Early January 2020: all applicants will be notified of site selection decisions
IV. Application Narrative

Submissions should be no more than five pages of single-spaced, 11-point text, plus any pertinent attachments. Please address the points below and include any attachments that will further strengthen your narrative and demonstrate your strength in each criterion, such as an organizational chart, list of employer/industry partners, information on existing training programs, etc.

- **Organizational Information.** Please provide a brief overview of your organization as well as list the staff—with their pertinent expertise, current or potential partners, and roles—that would participate in this TA.

- **Vision for Technical Assistance.** In 500 words or less, describe your vision for how this TA opportunity would support your organization/partnership’s current work as well as goals for the future.

- **Opportunity Youth Forum Selection Criteria.** Below are the criteria upon which applications will be weighed and considered. Sites are not expected to rate highly in every category, but this gives a sense of site readiness to engage in the TA provided under this opportunity, as well as potential areas of needed TA support.

1. **Partnership with workforce board (10 points)**
   - Provide a letter of commitment from a workforce board to participate in TA.

2. **Experience in developing career pathways for OY that lead to industry-recognized credentials (20 points)**
   - Describe at least two career pathways in place for OY that lead to industry-recognized credentials.

3. **Initial work on creating apprenticeship pathways for OY (15 points)**
   - Describe initial steps to creating apprenticeship pathways, either through pre-apprenticeships that lead to RAs, or through opening up RAs to OY.

4. **Strong employer partnerships (20 points)**
   - Include a list of employer partners that sit on the collaborative, and their roles.
   - Provide indication of strength of relationships with employers: list at least three employer partners with which organizations within the collaborative have robust partnerships that include a range of activities; describe one partnership that includes deeper engagement such as hiring agreements or internships.

5. **Knowledge of RAs in the region where you are seeking to develop RAs (5 points)**
   - Include a list of RAs that present partnership opportunities.
6) **Rationale for developing new and/or expanding existing pre-apprenticeships or RAs for OY (5 points)**
   - Describe rationale for seeking to develop new and/or expanding existing pre-apprenticeship or RA.

7) **Infrastructure for sustainability (5 points)**
   - Provide evidence of the organization’s:
     - Leadership and key participating staff stability;
     - Staffing that reflects dual-customer approach; and
     - Capability for data collection.

8) **Potential to enroll at least 25 registered apprentices over the 2.5-year project period (20 points)**
   - Provide plan to reach at least 25 registered apprentices, including name of RAs in place and potential community-based organization partners.

V. **Resources**

- JFF Center for Apprenticeship & Work-Based Learning
- Framework for a High-Quality Pre-Apprenticeship Program
- Registered Apprenticeship Program Registration Process Packet
- Connecting Apprenticeships to the Young People Who Need Them Most: The Role of Community-Based Organizations

1 Opportunity youth (OY) refers to young adults ages 16 to 24 who do not have connections to school or employment. [https://jfforg-prod-prime.s3.amazonaws.com/media/documents/OY_Apprenticeship_Case_Study_111417.pdf](https://jfforg-prod-prime.s3.amazonaws.com/media/documents/OY_Apprenticeship_Case_Study_111417.pdf).
2 If you have trouble accessing the webinar registration link via the hyperlink above, try copying and pasting the following URL in your browser: [https://jff.webex.com/jff/onstage/g.php?MTID=ea26741b0d069907c60fe94e83d17338](https://jff.webex.com/jff/onstage/g.php?MTID=ea26741b0d069907c60fe94e83d17338).
3 A dual-customer approach refers to focusing on both meeting the employment needs of industry and developing the skills of workers through training. [https://jfforg-prod-prime.s3.amazonaws.com/media/documents/BuildNewLaborInt.pdf](https://jfforg-prod-prime.s3.amazonaws.com/media/documents/BuildNewLaborInt.pdf).