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APEX Construction Career Readiness Training

Fall 2018

Proposal Application

Submitted by:

Date:

Instructions for completing your proposal:

Information required for your proposal can be found on the following pages in the format of a worksheet. Please fill in all sections. Your narrative responses do not need to be limited to the number of lines after each information request. Use as much space as needed unless otherwise specified.

Additional documents are required in addition to this proposal form. See the Application Checklist on the last page for other requirements.

Please refer to the APEX Construction Career Readiness Training Funding Request for Proposals for essential application information.

**APEX Construction Career Readiness Training Proposal**

|  |  |
| --- | --- |
| *ORGANIZATION NAME:* |  |
| *STREET ADDRESS:* |  |
| *CITY, STATE & ZIP:* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CONTACT NAME: |  | | TITLE: |  |
| CONTACT PHONE: |  | CONTACT EMAIL: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME: |  | | |
| PROJECT SUMMARY:  (25 WORDS OR LESS) |  | | |
| PROJECT PERIOD: | APEX PERFORMANCE PERIOD: January 1, 2019 (or date of executed contract, whichever comes later) – September 30, 2019 | | |
| PROJECT PARTNERS: (Identify a minimum of two community organizations.) | 1.  2.  3. | | |
| AMOUNT REQUESTED: | $ | ESTIMATED COST PER PARTICIPANT IN A PRE-APPRENTICESHIP PROGRAM: (total projected budget ÷ number of APEX funded participants served = cost per participant) Not to exceed $3,000. | $ |

|  |  |
| --- | --- |
| Name (Authorized representative): |  |
| SIGNATURE: |  |
| DATE: |  |

**Organizational Information and Experience (15 Points)**

(Use additional space as needed)

**Name of Organization:**

1. Brief Summary of Organization History, Mission and Goals:
2. Current programs/training (include any experience with career readiness training programs):
3. Number of registered apprentices trained:

2017: 2018 (Jan-Aug):

1. Number of apprentices completed

2017: 2018 (Jan-Aug):

1. Registered Apprenticeship Program Strengths:
2. Registered Apprenticeship Program Accomplishments:
3. Administrative structure, personnel, qualifications of instructors:
4. Provide information on your organization's background and experience with examples of work done by your organization that will be similar to your APEX project, particularly with regard to training women and diverse populations.
5. Provide examples of previous experience providing construction career readiness and/or pre-apprenticeship training, and documented results.
6. Demonstrate how your current registered apprenticeship program is positioned to increase participation rates of underrepresented populations.
7. Explain how your organization’s existing infrastructure could quickly begin or expand career readiness training programs within the APEX project timeline.
8. Identify pathways from the career readiness program into a registered apprenticeship program.
9. Explain how this APEX project might influence your business model to more effectively recruit, train and place more female and minority participants in your program after this funding expires.

**Goals and Work Plan (65 Points)**

(Use additional space as needed)

Name of Organization:

**Goals**

1. Summarize the training to be provided by your organization
2. Goals – Programs and Participation:

|  |  |
| --- | --- |
| Number of training programs/cohorts: |  |
| Number of female and/or minority participants: |  |
| Participant completion rate and number of completions (%, #): |  |
| Participant placement rate and number of placements (%, #) |  |
| (Please add any additional program goals) |  |

*Note: These numbers will be used as goals in awarded contracts.*

**Work Plan**

1. Provide detailed program outline:

1. APEX Performance Estimates

|  |  |
| --- | --- |
| APEX training performance period: | January 1, 2019 (or date contract is executed, whichever is later) – September 30, 2019 |
| Number of programs: |  |
| Length of program(s):  (Number of weeks of each training program/cohort) |  |
| Anticipated dates of each training program/cohort: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training and Placement  Projections | QTR 1 | QTR 2 | QTR 3 | TOTAL |
| 1/1/2018 – 3/31/2018 | 4/1/2018 – 6/30/2018 | 7/1/2018 –9/30/2018 |  |
| Estimated number of people engaged from minority and/or female population about this training opportunity. |  |  |  |  |
| Estimated number of participants to begin career readiness / pre-apprenticeship training.  (Provide quarterly and total numbers.) |  |  |  |  |
| Estimated number of participants  to be placed in a registered apprenticeship program approved by the Minnesota Department of Labor & Industry by September 30, 2019. (Provide quarterly and total numbers.) |  |  |  |  |

*Note: This information will be used as a scheduling and managing tool.*

1. Strategies to meet recruitment and placement goals for women and minorities (add more lines as necessary):

1.

2.

3.

1. This project requires that you have at least two community project partners. Working with community organizations to recruit participants will improve your organization’s ability to recruit women and minority participants. Community organizations can also play a vital role in providing support services for program participants, such as funding for child care or transportation.

List partners and contact information (organization, city, contact name, phone or email):



Attach letters of support from at least two partners with your proposal submission.

1. List support individuals or organizations who will assist with recruitment, placement and retention of participants in registered apprenticeship programs (e.g. employers interested in meeting and recruiting participants, board members, mentors, additional community organizations…):

**Project Budget (20 points)**

**Allowable Expenditures:**

|  |  |
| --- | --- |
| **Categories:** | **Examples of Allowable Expenditures** |
| Personnel | Employee wages and benefits directly related to APEX program activities. |
| Office Supplies | Office supplies directly supporting APEX program activities. |
| Printing/Copying | Printing and photocopying service related directly to APEX program activities, such as recruitment flyers and classroom handouts. |
| Training Expenses | Materials and supplies |
| Curriculum | For purchase of curriculum used for APEX program training. If developing special curriculum, those costs would, for example, be included with personnel and printing/copying. |
| Training Equipment Rental | Rental of specialty equipment for APEX program training, such as high-lifts. |
| Participant Supplies | Program participant tools, boots, and safety equipment related to apprenticeship placement. |
| Related Training and Services | Services contracted for related training such as support services and safety training for participants. |
| Disposal Fees | Disposal of materials used for APEX program activities |
| Related Facility Expenses | Rent, electricity and other facility expenses directly related to APEX program activities. |

**APEX Budget Request Form**

|  |  |
| --- | --- |
| Dollar amount requested: | $ |

**Projected APEX Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** |  | **Amount** | |
| Project funded personnel |  |  | |
| Salaries and wages |  | $ |  |
| Insurance, benefits and other related taxes |  | $ |  |
| Total Personnel |  | $ | $ |
| Office Supplies |  | $ |
| Printing and copying |  | $ |
| Training Expenses (Materials and Supplies) |  | $ |
| Curriculum |  | $ |
| Training Equipment Rental |  | $ |
| Participant Supplies: |  | $ |
| Tools, Boots |  |
| Safety Equipment |  | $ |
| Total Participant Supplies |  |  |
| Contracted Related Training and Services: |  |
| Support Services |  | $ |  |
| Safety Training |  | $ |  |
| Total Contracted Related Training and Services |  |  | $ |
| Disposal Fees |  | $ |
| Related Facility Expenses |  | $ |
| **Total Projected Budget** |  | **$** |

**Project Budget Narrative**

Use additional space as needed.

1. Provide a detailed account of each expenditure listed above for which you are requesting funding. (For example, explain the number and roles of personnel, types of training expenses you will incur…)
2. Cost per participant

Total projected budget $\_\_\_\_\_\_\_\_\_\_\_\_\_ ÷ Number of APEX Participants Served \_\_\_\_\_\_\_\_ = Cost per Participant $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For example, if 20 participants are registered in one program that will cost $52,000, the cost per participant would be $2,600 (52,000 / 20 = $2,600).

Note: Per participant costs for this pre-apprenticeship career readiness training cannot exceed $3,000.

**Application Checklist**

* APEX Construction Career Readiness Training, Fall 2018, Proposal Application (this document)
* Required financial documents (see Construction Career Readiness Training Request for Proposal, p. 5)
* Letters of Support from at least two community partners
* Signed APEX Addendum – Attachment 1
* Affidavit of Non-Collusion – Attachment 2
* Copy of effective and equal opportunity policy – Attachment 3
* Proof of workers’ compensation coverage – Attachment 4
* Three copies of proposal (if mailing or hand delivering)