

Appendix D: Application Instructions

Applications will be completed in NOVA (nova.cccco.edu). The following document provides a detailed description of all components of the application as it appears in NOVA. This document will assist the applicant in preparing to complete the application in NOVA.

1. **Details** – this page displays basic information about the plan and the lead agency. It also includes a section where applicants should enter a short description. Applicants should include a concise statement summarizing the regional need and how the proposed program addresses the need. List the name of the employer, the new apprentice-able occupations being created and the entity who will fund the program once grant funding sunsets.
2. **Collaborative Partners**- this acts as the contact page all employer partners or partner institutions. Include as many partners as applicable. Grantees will be able to include any collaborative partners along with the lead when building the budget and inputting match amounts.
3. **Need**- address all of the following:
 - a. Using labor market information data and logic about supply and demand, justify why the proposed program is critical in the region and how it addresses economic challenges associated with the COVID-19 pandemic.
 - b. Address unique aspects of the region, industry sector and its occupational history, and regional economic projections that justify the need for this program. Consider the specific role that a program in an innovative, non-traditional, or emerging sector plays in addressing unique needs of the region and its workforce.
 - c. Identify challenges associated with progress, success, employment, and earnings outcomes for California Community College students that the pre-apprenticeship or apprenticeship program can address (applicants are encouraged to utilize [LaunchBoard](#) data).
4. **Response to Need**- this section should clearly address how the pre-apprenticeship or apprenticeship program addresses recovery with equity in response to the COVID-19 pandemic, creating career pathways for those populations most impacted by the pandemic.

Response to Need: Pre-Apprenticeship

- Describe how the program will facilitate and/or articulates with the Registered Apprenticeship program(s). Describe how the proposed program will promote greater use of Registered Apprenticeship programs to increase future opportunities for both employers and students.
- Describe how the approved training and curriculum:
 - Is based on industry standards and designed to meet all necessary entrance requirements of applicable Registered Apprenticeship program(s) in which successful pre-apprenticeship completers will enter

- Has had input from, and is approved by, the Registered Apprenticeship program(s) that will accept completers
- Describe how funds will be used to respond to identified needs by implementing the following:
 - Recruitment strategies focused on outreach and exposure to populations under-represented in partnering Registered Apprenticeship program(s)
 - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more apprenticeship training programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, math tutoring, etc.)
 - Comprehensive student support (assistance with basic needs, financial aid, support for part-time students and adult learners, career advising, interview preparation and coaching, job placement assistance, etc.), which remove barriers for students and encourage retention and completion
 - Meaningful hands-on training that leverages work-based learning opportunities and quality Career Technical Education (CTE) programs that align with regional employer needs

Response to Need: Apprenticeship

- Describe how funds will be used to respond to identified needs by implementing the following:
 - Recruitment strategies focused on outreach and exposure to populations under-represented in apprenticeship programs in the industry sector and region
 - Educational and pre-vocational services that prepare individuals to meet the entry requisites of their industry sector (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, math tutoring, etc.)
 - Comprehensive student support (assistance with basic needs, financial aid, support for part-time students and adult learners, career advising, interview preparation and coaching, job placement assistance, etc.), which remove barriers for students and encourage retention and completion
 - Meaningful hands-on training that leverages work-based learning opportunities and quality Career Technical Education (CTE) programs that align with regional employer needs

The following items will be addressed via fillable fields in NOVA, and are imperative components of a Registered Apprenticeship program:

1. Employers
 - a. Indicate whether a single or multiple employers are involved and, if applicable, the type of committee (UTC, JATC)

- b. Description of how apprentices will obtain work and be placed or dispatched to an employer
2. Apprenticeship Occupations- identify what occupation the program will provide training for via an O*Net Code (see www.onetonline.org for more information)
3. What are the contents of the related and supplemental instruction (classroom curriculum and hands-on training) that will be taught for the program?
 - a. For each occupation being taught, provide a course outline or proposed course outline. The outline should include the curriculum topic/subject matter, hours per topic/subject matter, cumulative total per year and cumulative total for the occupation
 - b. Identify the LEA sponsoring the program, and provide a letter on LEA letterhead that attests to serve as the sponsor and include the contact person information
4. On the Job Training (OJT)- Term of Apprenticeship Program
 - a. For each occupation, what will be the term of the apprenticeship (OJT hours)? How many months to complete the program?
5. Work Processes
 - a. List the work processes for each occupation
 - b. Identify the work processes and the number of hours needed to complete each work process
6. Journeyman Wages- what will be the wage schedule (hourly and benefits) for each occupation?
 - a. Journeyman base hourly rate and fringe benefits (if any)
 - b. Apprentice base hourly rate and fringe benefits (if any). Show each period (hours and months) to allow for advancement
 - c. What criteria will be used for an apprentice to gain a pay raise and advance to the next period?
 - d. Provide documentation that attests to effective date of wages (for example, a collective bargaining agreement or letter to employers)
 - e. Identify employers who have agreed to employ apprentices at the rates and under the terms noted above
7. Solvency
 - a. Provide evidence on the solvency of this program, including an analysis of revenue streams compared with expenses
8. Indicate if military veterans will be recruited
9. Selection of Applicants- describe what, where, at what time, and how often written applications to the program will be accepted
5. **Work Plan-** The work plan is broken into three components in NOVA: objectives, activities, and outcomes. Objectives, activities, and outcomes are clearly defined in this document. Applicants will be prompted to link each objective to one of the Student Success Metrics listed in NOVA.
6. **Budget-** Review the below information carefully and refer to Appendix C for additional information about guidelines, definitions, and allowable expenditures.

Appendices B-1 and B-2 will be required if the applicant is awarded grant funding, and applicants are encouraged to utilize these documents to formulate their budget before entry into NOVA.

- a. Prepare a budget for how the grant funds will be distributed for each fiscal year included in the proposed work plan. The total budget will populate based on the amounts entered. This is not a guarantee of being funded the populated amount.
- b. Funding shall be used for the following activities and purposes:
 - i. Tools, equipment, and uniforms where necessary for pre-apprentices or apprentices. Any equipment budgeted will be closely scrutinized to determine if the proposed purchases meet the intent of the funding and contribute to long-term sustainability.
 - ii. Curriculum development, revision, and approval
 - iii. Educational expenses (tuitions, fees, books, instructor salary, etc.)
 - iv. Employer and apprenticeship outreach and recruitment
 - v. Travel, conference expenses, etc.
 1. District reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Under the current COVID-19 conditions where remote work is the norm, the Chancellor's Office will not approve travel expenses unless the necessity is fully justified
 - vi. Program coordinator salary
 - vii. No more than ten percent (10%) of the total grant award shall be made available for employer incentives or other means to encourage participation and reduce monetary risk to the employer
 1. Applicant must explain in detail the employer incentive structure in work plan
 2. Describe how incentives will lead to the successful completion of the program and encourage participation by the employer
 - viii. For apprenticeship proposals only: Develop and recruit members for the Apprenticeship Training Committee
 - ix. Other expenses, as approved by the grant monitor
- c. Indirect Administrative Costs
 - i. Program funds are for direct services to the project only and are intended to supplement, not supplant, existing programs
 - ii. An applicant may not propose to use grant funds to cover staff costs or to compensate outside individual(s) or firm(s) for services associated with preparing the grant application
 - iii. The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant
- d. Annual Meetings- As part of the CAI, it is required that the Project Director of this application attend at least two scheduled Interagency Advisory Committee on Apprenticeship (IACA) or California Apprenticeship Council

(CAC) meetings annually in order to stay connected with the statewide apprenticeship community. This may include the semi-annual California Conference on Apprenticeship.

- e. Matching Funds- Only apprenticeship programs are required to provide an employer financial match equal to at least 20 percent (20%) of the total grant award. NOVA will allow applicants to choose which lead or partner agency is providing the match amount and include details such as amount and description. Awardees will be required to submit proof of match during fiscal reporting.

7. **Project Management-** This section requires a project management narrative addressing the components below, and also allows for supportive documents to be uploaded. Required documents are described; additional documents can be uploaded at the applicant's discretion.

- a. Describe the following about the lead applicant:
 - i. Existing networks and partnerships
 - ii. Experience in pre-apprenticeship, apprenticeship, or other Career Technical Education (CTE) programs
 - iii. Major accomplishments, especially in aligning educational systems and industry/employer groups
 - iv. Regional leadership experience/accomplishments
 - v. Major accomplishments in aligning and articulating curriculum with the needs of the industry sector
- b. Describe how applicant has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to develop educational and/or training programs and how that experience supports the creation of the proposed program
- c. Describe applicant's past successes in convening stakeholders to collaborate regionally, create or support pre-apprenticeship or apprenticeship programs, facilitate curriculum development and approval, bring employers together for common training purposes, and engage in workforce preparation
- d. Describe how the applicant will connect to existing workforce development resources and other organizations in the region to support the program
- e. Describe the applicant's plan to institutionalize the program and ensure long-term sustainability and viability of program continuation beyond the grant funding period
- f. Describe the applicant's experience in data-driven, evidence-based decision-making and managing projects that have a strong emphasis on data collection, performance baseline, measurement, reporting, and analysis
- g. Provide an organizational chart for operating the project. Outline each partner's responsibilities and how the collaboration contributes to the organization's strengths, long-term sustainability beyond the grant funding, and relates to the specific design of the proposed project

- h. Provide a governance chart which aligns with the project management narrative
- i. Provide Intent-to-Participate letters from the sponsoring CCD or LEA fiscal agent
- j. Pre-apprenticeship programs only: Provide linkage agreements from all Registered Apprenticeship program sponsors that have been identified and will participate in the network at the time of the grant submission; the applicant may amend their application to include additional partners should an award be received
- k. Apprenticeship programs only: Provide a signed MOU from all employers who have agreed to provide OJT and are or will be paying apprentices wages

8. Outreach and Dissemination

- a. Describe the program's equitable outreach plan including:
 - i. Efforts and activities to engage populations underrepresented in Registered Apprenticeship programs in the relevant industry sector and region, including women, minorities, and those most significantly impacted by the COVID-19 pandemic.
- b. Describe the program's dissemination plan including:
 - i. How outreach will be conducted to increase employer engagement
 - ii. Any participation in statewide or regional efforts to market pre-apprenticeships or apprenticeships to employers and students