

## Attachment A(1): Program Design Form – Pre-Apprenticeship

**Note:** This form should only be used by applicants applying under program model 1 - Pre-Apprenticeship, as described in Section III of the Request for Applications (RFA). Applicants applying under program model 2 – Support Services should use Attachment A(2) instead. Applicants may propose to deliver services under only one of these two models, and may only submit one application to provide services under this solicitation.

### Program Design Review Process

This form will be the primary basis for reviewing each applicant’s program design, and as noted in Section VII. Review Process of the RFA, that component of the application accounts for 40 of the total 100 point scale that reviewers will use to evaluate each proposal. Applicants will be evaluated on whether each of the elements of their program design demonstrate an understanding of the overall goals of the RFA, identify a high quality strategy and set of activities to achieve all program outcomes, are feasible, and reflect the development of key partnerships that will contribute to the success of the program – particularly with DOES and industry stakeholders.

### Formatting Instructions & Requirements

Applicants should save this form and add their responses under each of the Program Design questions below. Please follow the following formatting guidelines in completing this form. Responses should:

- remain formatted in the same 1” margin and 12 point font that is used in this form template;
- be typed;
- not exceed 15 single spaced pages (including 3 pages of content included in this template);
- maintain page numbers in the format that exists in this form template; and
- include a header identifying the applicant’s name and program model.

### Program Design Questions

In answering the questions below, please provide a detailed narrative description of how your organization will deliver the services outlined in Section III of the RFA. Applicants should use this form to provide reviewers with a clear understanding of their organization’s capacity and approach to deliver the services outlined in the RFA.

- 1. Recruitment and Assessment of Jobseekers:** The grantee will be required to work in partnership with DOES’ planned Center for Construction Careers to recruit eligible and well qualified participants; and will need to identify their own intake and enrollment processes, including additional screening and determination of program entry

requirements that will ensure participants possess the technical and academic skills needed to advance into apprenticeship, step-up apprenticeship, and other career track opportunities after program graduation. *Describe how you plan to assess potential participants for program eligibility and suitability, including the criteria that you would have DOES use in referring participants. Include any minimum requirements or prerequisites for program enrollment (e.g., literacy/numeracy levels, educational attainment, industry aptitude) and any factors that may disqualify an individual from program participation (e.g., failure to pass a drug test). Describe how you plan to work with DOES to refer jobseekers that are not accepted for training services to other entities for assistance with employment barriers, and how you will ensure that referred jobseekers receive appropriate services from other organizations.*

- 2. Pre-apprenticeship Training:** *Provide a description of the pre-apprentice skills training you plan to provide through this grant, including the name and format of the federally-recognized curricula to be used (applicants must propose to use the Building and Construction Trades Department’s Multi-Craft Core Curriculum, National Center for Construction Education and Research (NCCER), or the Home Builders Institutes’ Pre-Apprenticeship Certificate Training (HBI-PACT)), and a course overview and timeline for program activities. How does planned instruction align with the needs of firms that employ apprentices in to one or more construction trades with significant demand for DC residents, such as electrical, elevator construction, plumbing, sheet metal working, and steam fitting; and how did you work with employers and/or other industry partnerships to identify these needs? How does this training align with apprenticeship requirements, and how is program completion likely to assist participants in attaining apprenticeship opportunities.*
- 3. Industry Credential(s):** *List and briefly describe the industry-recognized credential(s) participants will obtain through this program (OSHA-10 Hour safety, First Aid, and CPR certifications, as well as curricula sponsor certifications are required, but others may also be offered). Please include the name and type of credential, average length of time to obtain credential, requirements that must be satisfied to qualify for the credential, and the rationale for the credential(s) to be offered. If the credential provides credit toward, or articulates with, a longer-term credential, please describe.*
- 4. Work readiness:** *Provide a description of the work readiness training you plan to provide to participants, including how this program component fits into the pre-apprenticeship curricula and timeline specified above.*

5. **Adult Basic Education:** *Please provide a description of the adult basic education instruction you plan to provide to help participants increase literacy and numeracy skills and/or English-language skills. How will this instruction be incorporated with other program elements? How will academic gains be measured? How will this instruction help prepare participants for the academic requirements needed to pass entry exams and successfully participate in apprenticeship opportunities in relevant construction trades?*
  
6. **Case management and supportive services:** *Please describe the case management and supportive services you plan to provide to participants. What process will you utilize to track and document participant receipt of these services and progress toward goals? What information do you propose to include in the individualized training and employment plans?*
  
7. **Job placement and follow-up services:** *The grantee will be required to work in partnership with DOES' planned Center for Construction Careers to place program participants in eligible construction apprenticeship or step-up apprenticeship programs sponsored by construction firms, industry associations, and/or labor unions; or other career track opportunities. DOES may provide placement assistance through the numerous employers and labor unions that they work with regularly, however, the grantee may need to devote additional staff and resources to placement efforts and will maintain sole responsibility for placement and retention outcomes (as defined in Section III of the RFA). Please describe the job placement, networking, and follow-up services you plan to provide to program graduates. How will these services be integrated with the other program services described above? How will you assist program graduates in navigating and completing apprenticeship testing and application processes? How will you leverage existing employer relationships and/or other industry partnership efforts to identify job opportunities and refer qualified candidates; and how will you build new relationships to assist with these efforts? What methods will you use to contact, collect information from, and support participants during their job search and following placement?*