



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

Request for Proposals

STATE APPRENTICESHIP EXPANSION (SAE) 2020 GRANT PROGRAM

Michigan Youth Apprenticeship Readiness Network (MiYARN)
Michigan Registered Apprenticeship Innovation Network (MiRAIN)

December 18, 2020

DEADLINE FOR SUBMISSIONS:

5:00 PM MONDAY, FEBRUARY 1, 2021

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A. PURPOSE

Michigan Department of Labor & Economic Opportunity, Workforce Development (LEO-WD) is issuing a Request for Proposals (RFP) for United States Department of Labor (USDOL) Registered Apprenticeship Program (RAP) expansion projects to be supported with USDOL grant funding of over \$11 million. State Apprenticeship Expansion (SAE) 2020 Grant Program projects will help Michigan significantly expand RAP opportunities for all citizens, accelerating the growth of over 5,230 workers in high-skill, high-wage, in-demand careers.

LEO-WD anticipates 10-15 grant awards ranging from \$300,000 to \$1,100,000. Projects will expand existing RAPs, develop new RAPs, and better prepare jobseekers through quality Pre-Apprenticeship programs in a grant period of performance beginning April 1, 2021 through March 31, 2023.

SAE 2020 Grant Program activities are meant to strategically scale the RAP model into new industry sectors and occupations, and increasing diversity of RAP populations by recruiting Veterans and their spouses, youth, and other demographic groups historically underrepresented within RAPs (including women, people of color, ex-offenders, and persons with disabilities).

B. GLOSSARY OF TERMS

- Intermediary*** An organization that supports local, regional, and statewide Registered Apprenticeship (RA) expansion by helping employers launch and expand programs and helping jobseekers find RA opportunities.
- Participant*** A qualified individual who is included in the grant count - an apprentice in a registered program.
- Policy Issuance*** A document that provides guidance regarding specific processes detailing how to achieve and report performance outcomes.
- Registered Apprenticeship***
A program recognized by the USDOL that combines on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employers, labor groups, and/or employer associations.
- SAE 2020 Grant Program***
A grant program to distribute awards from SAE funding to groups working together to expand registered apprenticeship program opportunities across the state.
- Sector*** A group of companies that operate in the same segment of the economy or share a similar business type.
- Underrepresented Populations***
Demographic groups historically underserved through RAPs including women, people of color, ex-offenders, and persons with disabilities.

C. SAE 2020 RFP ACRONYMS

ASC	Apprenticeship Success Coordinator
ATR	Apprenticeship Training Representative
BSBP	Bureau of Services for Blind Persons
CBA	Competency-based Apprenticeship
CEPD	Career Education Planning District
CTE	Career and Technical Education
ETA	Employment and Training Administration
IEP	Individual Education Plan
IPE	Individual Plan for Employment
JMG	Jobs for Michigan's Graduates
LEO-WD	Labor & Economic Opportunity, Workforce Development
LMI	Labor Market Information
MARC	Michigan Apprenticeship Readiness Certificate
MARS	Management of Awards to Recipients System
MDE-OCTE	Michigan Department of Education, Office of Career and Technical Education
MiRAIN	Michigan Registered Apprenticeship Innovation Network
MiYARN	Michigan Youth Apprenticeship Readiness Network
MRS	Michigan Rehabilitation Services
MVAA	Michigan Veteran Affairs Administration
MWA	Michigan Works! Agency
OA	Office of Apprenticeship
OJL	On-the-Job Learning
OSMIS	One-Stop Management Information System
QPR	Quarterly Performance Report
RA	Registered Apprenticeship
RAP	Registered Apprenticeship Program
RAPTOR	Registered Apprenticeship Progress Tracking with Online Reporting
RFP	Request for Proposal
RIC	Regional Implementation Consortia
RTI	Related Technical Instruction
SAE	State Apprenticeship Expansion
SSN	Social Security Number
USDOL	United States Department of Labor
VES	Veteran Employment Services
WIOA	Workforce Innovation Opportunity Act
YRAP	Youth Registered Apprenticeship Program

D. BACKGROUND

Michigan is significantly expanding RAP opportunities for all citizens, with a focus on RAPs for youth, Veterans, and other underrepresented populations, and expansion into new industry sectors and occupations, to accelerate the growth of over 5,230 workers in high-skill, high-wage, in-demand careers, helping fill some of over 545,000 openings projected by employers.

RAPs benefit employers by immediately filling job openings with motivated workers learning the precise skills needed and starting a rapid transfer of knowledge from current to future high-value workers. For students in secondary education co-enrolled in RAPs, the typical two- to six-year span, when most youth learn only general skills, is eliminated.

RAPs benefit jobseekers of all ages because as an apprentice they gain in-demand skills without extensive or no tuition debt, valid work experience in the desired career pathway with commensurate pay, and an industry-recognized USDOL credential upon program completion.

RAPs benefit the State of Michigan because of the high value they bring to employers and jobseekers, the skills gap they address, and because RAP completion credentials align well with the Governor's goal to increase the numbers of Michiganders with a post-secondary credential (a high-quality industry certificate, associate degree or higher) from 47 to 60 percent by 2030 (Sixty by 30). Therefore, Michigan is serious about strategic RAP expansion efforts.

In full partnership with the USDOL Michigan Office of Apprenticeship (OA), the state has expanded RAPs by 1) sector partnerships; 2) employer incentives; and 3) integration of the model in the state's workforce system, nationally known as Michigan Works! Apprenticeship Success Coordinators (ASCs) established at each of 16 regional Michigan Works! Agencies (MWA). Considered as a best practice nationally, ASCs support employers developing and launching RAP opportunities and jobseekers filling those opportunities as apprentices.

Additionally, Michigan promotes and supports Apprenticeship Intermediaries, now over a dozen in the state. Intermediaries provide industry-specific expertise to support employer sponsors and apprentices, often serving small and medium-sized businesses, providing guidance, connections, administration, and supportive services for both employers and apprentices.

Based on the previous success of state expansion efforts and strategic plans well aligned with federal strategic goals, on July 1, 2020, LEO-WD received two SAE awards from the USDOL. Specifically, a \$4.9 million Youth Apprenticeship Readiness Grant Program award and a \$9.4 million Building Capacity to Expand Apprenticeship through Innovation Grant Program award. Funds from these awards will support the sub-awards that result from this RFP.

E. PROBLEM

While success to date creates an excellent foundation for increasing the use of the RAP model to accelerate skill development, Michigan employers continue to find it difficult to meet demands for skilled workers in high-growth, high-wage industry sectors. The model is not yet fully utilized in many regions of the state, in every industry sector and occupation with critical talent shortages, or often enough for skilling youth, Veterans, and other underrepresented populations.

At the same time, the Michigan Department of Education, Office of Career and Technical Education (MDE-OCTE), is preparing approximately 120,000 students who concentrate learning on skill development for high-demand careers. In many cases, these “concentrators” are already developing skills well aligned with those needed by employers, yet very few of those who complete their coursework find their way into RAP opportunities to fill critical occupations.

Additional challenges for expanding the use of the RAP model were identified by surveying the state’s 16 regional ASCs on “Key Elements of Apprenticeship Expansion”. Completed in May 2020, the study, conducted in partnership with Maher & Maher, used a modified online version of the WorkforceGPS “[Apprenticeship Expansion Self-Assessment](#)”. The assessment facilitated regional analysis, identified critical success factors, and solicited strategies for improvement. Regional responses indicate the largest positive expansion impact will result from improved:

- Statewide coordination of employer outreach to grow interest and RAP registration
- Career and Technical Education (CTE) alignment with RAPs for youth (ages 16-24)
- Access to funding for regional expansion activities, including Intermediary services
- Collaboration with Michigan’s OA initiatives and standardized RA processes

Responses also suggest simplified online processes for: participant (apprentice) recruitment, RTI, tracking, and reporting.

The 2020 SAE Grant Program is designed to resolve these problems and issues while taking full advantage of current opportunities for expansion. The states’ strategic plan is summarized in the following RFP Framework section. The RFP Scope of Work section invites Respondents to become part of the implementation of solutions resulting in RAP opportunities across the state.

F. FRAMEWORK

A HIGH-QUALITY REGISTERED APPRENTICESHIP SYSTEM

RAPs are proven to “accelerate” skill development to benefit stakeholders, including employers (union and non-union) and employees (apprentices), both new jobseekers and students, and existing incumbent workers. Benefits include employment, wage progression, relevant occupation specific training (which can include college credit - up to a post-secondary degree), program performance and quality standards, equitable access, and attainment of a “national industry-recognized” credential, a USDOL Certificate of Completion, at the end of the program.

“Non-registered apprenticeship” refers to apprenticeships or internship programs that are not registered with the USDOL. There is no single definition of a non-registered apprenticeship – these programs may or may not include any of the RA model benefits outlined above. Michigan, like most states, may have more non-registered apprenticeships than RAs.

In collaboration with the USDOL OA, SAE 2020 Grant Program activities support the transition of non-registered apprenticeships to RAPs, the creation of new RAPs, expansion of existing RAPs, and preparation of jobseekers through apprenticeship readiness education. Activities supported by this RFP focus on underrepresented population RAP inclusion. Allowable activities will more fully align secondary and post-secondary education, CTE, and workforce development programs, creating a pipeline from education experiences to RAP opportunities in Advanced Manufacturing, Construction, Energy, Healthcare, Information Technology, and Mobility industry sectors.

STATE LEVEL GUIDANCE for SYSTEM ALIGNMENT

The SAE 2020 Grant Program builds capacity to maximize RAP opportunities by aligning state education and workforce systems and establishing a stakeholders' network, with common goals, in a structure to facilitate state-level innovation and coordinated regional implementation.

A new state-level Apprenticeship Advisory Board will be established and launched during the first quarter of 2021. Board members will include leadership representatives from industry, labor, OA, the MDE-OCTE, LEO-Employment and Training including Michigan Rehabilitation Services, and other experts in apprenticeship expansion. The board will provide guidance on innovations for local implementation through Regional Implementation Consortia (RICs) across the state. RICs will be responsible to ensure expansion aligns with quality RAP and pre-apprenticeship programs, as specified by USDOL OA, to ensure SAE 2020 Grant Program performance targets are met and program sustainability is a result.

REGIONAL IMPLEMENTATION CONSORTIA

RICs from across Michigan will be responsible for local program implementation of state-level innovations and optimized proven practices from other regions. While many regional or sector-based groups work together already, it is anticipated that additional groups (or "consortia"), will form as RICs to apply for, and if successful in this RFP, work to expand RAPs under SAE 2020 Grant Program awards.

RICs will work to achieve program goals with a focus on activities to increase RAP opportunities for youth, Veterans, and other underrepresented populations, or that strategically scale the RAP model into new industry sectors and occupations. RIC awards will increase regional employer demand through employer reimbursements for RAP costs allowable under this grant program. In some cases, RICs will support employers, apprentices, jobseekers, and other partners by serving in an Intermediary role.

RIC roles and responsibilities are defined in detail in the Scope of Work section below.

AUTOMATED RAP PROGRESS TRACKING

The SAE 2020 Grant Program will provide an online application to automate RAP "progress to goal" tracking and reporting. The Registered Apprenticeship Progress Tracking w/Online Reporting (RAPTOR) system will be available as a common statewide tracking solution to help set a foundation for continued RAP expansion by making tracking easier, simplify conversion to competency-based (C-B) programs when desired, and help to improve RAP completion rates.

A LEO-WD policy issuance in early 2021 will facilitate RAPTOR system access for SAE 2020 Grant Program sub-grantee partners including employers, intermediaries, labor coordinators, and other RIC partners across the state. The application will aggregate progress tracking data for regional and state-level reporting purposes.

DATA COLLECTION, WIOA ELIGIBILITY, and PERFORMANCE REPORTING

SAE 2020 Grant Program participants, served in the program, will be reported through a new Apprenticeship Participant Program in the state's One-Stop Management Information System (OSMIS). Michigan Works! Agencies (MWAs) will enroll participants into the system to help to determine WIOA funding eligibility, and for case management, performance tracking, and

reporting. The program consolidates data for both grant activities and participant “wraparound” Workforce Innovation and Opportunities Act WIOA-funded supportive services like childcare, transportation, and other services that improve apprentices’ prospects for program completion.

In order to further improve and monitor the performance of Michigan’s SAE 2020 Grant Program expansion activities, an interactive RA landing page will be developed to serve as a single source for information. The page will contain a progress to goal RAP expansion dashboard and an SAE common resource repository accessible by all partners and stakeholders.

All partners must work together to ensure SAE 2020 Grant Program participants are enrolled in both the RAPTOR online progress tracking application and in OSMIS for required grant participant reporting into the USDOL Workforce Integrated Performance System, also commonly known as WIPS.

G. SCOPE OF WORK

LEO-WD is seeking partners to work together in RICs, either by region or by industry sector, to significantly expand RAP opportunities for all citizens, with a keen focus on underrepresented population inclusion. SAE 2020 Grant Program activities will increase RAP capacity across the state to accelerate the development of over 5,230 workers in high-skill, high-wage, in-demand careers by March 31, 2023.

RIC Activities will include those outlined in this RFP and those resulting from Apprenticeship Advisory Board guidance, including optimized proven practices from other regions or sectors. RIC implementation activities will increase Michigan’s overall capacity for RAP expansion and must focus on SAE 2020 Grant Program Expansion Priorities and Key SAE Strategies described in detail below.

Successful Respondents to this RFP will become responsible for SAE 2020 Grant Program implementation and work to establish new or expand existing RAPs and related apprenticeship readiness solutions to ensure performance targets are achieved. RIC members will include a “Lead Partner”, “Required Partners” and likely “Recommended Partners”. Proposals must be submitted by the Lead Partner on behalf of the RIC.

Lead Partners will have overall program and fiduciary responsibility for the award and related activities and performance outcomes. MWAs are a required partner and will enroll employers and grant participants for tracking into the RAPTOR system for RAP progress tracking, and the state’s OSMIS.

Examples of eligible Lead Partners include, but are not limited to:

- Employer-Led Collaboratives
- Business Associations
- Labor Organizations
- Michigan Works! Agencies/Workforce Development Boards
- Non-Profit Organizations

Required partners include, but are not limited to:

- Employers and/or Organized Labor
- Michigan Works! Agencies including ASCs
- OA Apprenticeship Training Representatives (ATRs)
- Secondary Educational Partners including CEPD Directors
- One or more Post-Secondary institutions

Recommended partners include, but are not limited to:

- Talent Development Liaisons (Region or Sector)
- Apprenticeship Intermediaries (Region or Sector)
- Business Associations or Chambers of Commerce
- Other public agencies or non-profit organizations
- Veteran Employment Services
- Vocational Rehabilitation

Recommended partners can be critical success factors for RAP for underrepresented participant inclusion and expansion into new industry sectors. RICs that include Recommended Partners will receive bonus points during proposal scoring. Contact lists for Required and Recommended partners are included in Attachment B.

RIC ROLES and RESPONSIBILITIES

In addition to the above roles and responsibilities, specific partner responsibilities also include:

Employer or Business Association partner organizations will utilize the RAP model to develop skilled workers and grow their talent pipeline. They will provide RAP opportunities for participants ensuring mentored On-Job-Learning (OJL), work with education and training partners to align RTI for regional occupations, and work with MWAs to recruit, assess, and support jobseekers and apprentices. For Youth Registered Apprenticeship Programs (YRAP), they will provide mentored OJL, as they do in RAPs for adults.

MWAs will help determine and access potential WIOA funding for participants eligible for 'wraparound' supportive services, such as childcare, transportation, and other support to improve apprentices' success. MWAs will help RAPs fill in-demand, high-skill, openings by engaging employers of all sizes, across industries – particularly small and medium-sized businesses in their region.

A Policy Issuance in early 2021 will enable MWAs and ASCs to facilitate RAPTOR system access for employers, intermediaries, labor coordinators, and other RIC partners. They will reconcile sponsor and apprentice information for progress tracking and ensure grant participants are enrolled into OSMIS for grant reporting.

OA ATRs are required members on RICs. Some RICs will have **Intermediaries** sponsoring RAPs. RIC ATRs and intermediaries will ensure RAP standards are correctly developed, programs are registered, and employers provide OJL and demonstrate their capacity to provide the quantity and quality of mentors as required by RAP standards. They will also support partners in developing new and adding occupations to existing RAPs.

Secondary and Post-Secondary Education and Training Partner Organizations will provide connections to youth interested in a career through RAP, align educational programming to Related Technical Instruction (RTI) requirements, collaborate with MWAs to recruit, assess, and provide program supports, and coordinate RAP OJL with employers and associations.

Secondary and Post-Secondary Staff assigned to the project (i.e. teachers, CTE Coordinators or consultants, etc.) will work with partners, including ASCs, to integrate academic classroom instruction regionally and align competencies, standards or performance elements in secondary and post-secondary education to competencies required by RTI in RAP standards.

Career Education Planning District (CEPD) Directors are required RIC partners for grant proposals identifying state approved CTE program involvement. They will provide direction for career opportunities, CTE programs, and the use of multiple funding options to support student (apprentice) success in the program. The Directors will also work with special education transition coordinators, school counselors, CTE teachers, and employers to promote, encourage, and coordinate activities with SAE 2020 Grant Program activities.

SAE 2020 GRANT PROGRAM RAP EXPANSION PRIORITIES

For the purposes of this RFP expansion priorities include:

- Underrepresented populations including youth, Veterans, and others
- Other underrepresented populations are those demographic groups historically underserved through RAPs including women, people of color, ex-offenders, and persons with disabilities
- New industry sectors and occupations in Healthcare, Information Technology, and Mobility RAPs
- New occupations in Advanced Manufacturing, Construction, Energy, Healthcare, Information Technology, and Mobility industry sector RAPs

RIC implementation activities must increase overall regional capacity for RAP expansion and focus on one or more of the five (5) SAE 2020 Grant Program Expansion Priorities:

- Priority 1: Expand Youth RAPs
- Priority 2: Expand Veterans RAPs
- Priority 3: Expand RAP Access for Other Underrepresented Populations
- Priority 4: Strategically Scale the RAP Model into New Industry Sectors and Occupations
- Priority 5: Expand RAP Intermediary Services

NOTE: SAE 2020 Grant Program Respondents must propose focused implementation activities from the above five Expansion Priorities. Respondents may select one, more than one, or all Expansion Priorities as the focus for their work.

PRIORITY 1: EXPAND YOUTH RAPs

The SAE 2020 Grant Program will establish over 1,200 YRAPs and more than 124 for youth with disabilities.

Successful SAE 2020 Grant Program Respondents proposing implementation activities in this Expansion Priority area will define a clear approach and associated work plan to significantly expand the number of youth, ages 16–24, enrolled in secondary or post-secondary education and co-enrolled in YRAPs.

LEO-WD supports the development of programs that are demand-driven. Respondents should use [Labor Market Information](#) and “real time data” (employer job openings, etc.) to validate project needs in this expansion priority area, focusing on industries experiencing growth and/or skills gaps. It should be clear how partners will work together to ensure a pipeline of properly prepared jobseekers (or candidates) for RAP expansion in this area of demand.

In this expansion priority, proposals must specify how many participants will be served in this Expansion Priority, and how students enrolled in secondary career and technical education, both those participating in state approved CTE programs and/or those developing similar skills in programs and/or regions without CTE programs, will be co-enrolled in YRAPs and provided supportive services to ensure completion and attainment of the USDOL Certificate of Completion at the end of the program.

Proposals should describe how partners plan to work together to fully integrate academic and classroom instruction regionally to reconcile and align competencies, standards, or performance elements in secondary and post-secondary education to competencies required by RTI in RAP standards. This process should explain alignment between MDE competencies, and/or standards or performance elements for state approved CTE programs.

Successful Respondents will clearly explain how reconciliation and alignment will consider college credit, dual enrollment options, stackable credentials, and related work experience articulation. The proposal should explain how the alignment helps apprentices develop industry-specific workplace competencies and knowledge more rapidly and improves transferable skill translation into a USDOL Registered Apprenticeship as defined in the RAP standards.

Proposals should describe the process following reconciliation, alignment, and program approval by the MDE, for state approved CTE program alignment. The USDOL Certificate of Completion can qualify as a Perkins V Program Quality – Attained Recognized Postsecondary Credential (Performance Indicator 5S1.)

Respondents are encouraged to consider RAPs for occupations that are shorter in duration (i.e. 2,000 hours or C-B programs) to enable youth co-enrolled in education/apprenticeship to complete the programs within a timeframe leading to the credential.

Respondents should also consider [Jobs for Michigan Graduates](#) (JMG) which provides a pipeline of youth that may be a source of talent for YRAPs. As the state-based affiliate of the national Jobs for America’s Graduates, JMG has national credibility drawn from their 39-year history serving over 1.25 million youth. Moreover, JMG’s expansive partnership network of MWAs, school districts, community colleges, and non-profits provides a foundation for long-term sustainability.

PRIORITY 2: EXPAND VETERANS RAPs

Veterans are a critical part of the state's labor force. From 2008 to 2015, Veterans made up 6.2% of all newly registered apprentices, dipping to 5.4% in 2018. So, while numbers of RAPs increased since 2016, Veteran participation decreased. The SAE 2020 Grant Program works to better serve those who serve us and increase the number of GI Bill approved RAPs in the state, and increase, by approximately 560, the number of Veterans who are RAP apprentices by 2023.

Michigan has hundreds of [Certified Veteran-Friendly Employers](#), recognized by the Michigan Veteran's Affairs Administration. Although many have apprenticeship programs, most are non-registered. Less than five percent of Certified Veteran-Friendly Employers sponsor RAPs. USDOL RAPs enable Veterans and their family members, eligible for GI Bill Benefits, to use benefits during RAP participation. Therefore, increasing the number of employers who sponsor RAPs and are interested in hiring Veterans would benefit both employers and Veterans.

To assist with engagement, LEO-WD will sponsor a minimum of one (1) state-level RAP expansion workshop each year of the performance period of the SAE 2020 Grant Program specifically designed to recruit employers willing to sponsor RAPs and hire Veterans as apprentices as well as jobseekers who would be interested in RAPs. DOL OA ATRs, local Veterans Coordinators, State Approving Agency-Higher Education Consultants (GI Bill benefits specialists) and ASCs, will help ensure events lead to expansion. Materials developed for the state-level event will reside online in the SAE resource repository.

Successful SAE 2020 Grant Program Respondents proposing implementation activities in this Expansion Priority area together as RICs, either by region or by industry sector, must specify how many participants will be served in this Expansion Priority, and define a clear approach and associated work plan to significantly expand the number of Veterans enrolled as apprentices in RAPs. The approach and plan should include replication of the state-level RAP expansion workshops focused on Veteran employer recruitment. Plans should include offering similar workshops regionally, or by sector, on a regular basis during the grant period of performance, leveraging materials from the SAE resource repository.

LEO-WD supports the development of programs that are demand-driven. Respondents should use Labor Market Information and "real time data" (employer job openings, etc.) to validate project need in this Expansion Priority area, focusing on industries experiencing growth and/or skills gaps. It should be clear how partners will work together to ensure a pipeline of properly prepared employers and jobseekers (or candidates) for RAP expansion in this area of demand.

Successful Respondents will clearly explain how additional outreach activities with both employers who could offer RAPs, and Veterans interested in apprenticeship will be engaged to ensure successful expansion in the Expansion Priority area. Additional detail should be provided to describe how supportive services, including GI Bill Benefits access, when feasible, will ensure RAP participant (Veteran enrolled as an apprentice) success.

Respondents are encouraged to consider partnership with MWA ASCs and local Veterans Employment Service (VES) Coordinators from across the state to identify employers and Veterans who are "good fit" participants for expansion, as these specialists have similar goals.

PRIORITY 3: EXPAND RAP ACCESS FOR OTHER UNDERREPRESENTED POPULATIONS

Michigan has had success increasing the use of the RAP model to accelerate skill development; however, Michigan employers continue to find it difficult to meet the demand for skilled workers in high-growth industry sectors. The model is not yet fully utilized in many regions of the state, every sector with critical talent shortages, or often enough for skilling underrepresented populations. Underrepresented populations include youth, Veterans, and others.

Other underrepresented populations, in the case of this RFP, are those demographic groups historically underserved within RAPs including women, people of color, ex-offenders, and persons with disabilities. The SAE 2020 Grant Program will increase the number of other underrepresented populations participants, not including youth and Veterans, gaining skills in RAPs as apprentices by at least 660 during the grant period of performance.

Successful SAE 2020 Grant Program Respondents proposing implementation activities in this Expansion Priority area must specify how many participants will be served in this Expansion Priority, and define a clear approach and associated work plan to significantly increase the number of other underrepresented populations participants, not including youth and Veterans, gaining skills in RAPs as apprentices during the grant period of performance.

LEO-WD supports the development of programs that are demand-driven. Respondents should use Labor Market Information and “real time data” (employer job openings, etc.) to validate project need in this Expansion Priority area, focusing on industries experiencing growth and/or skills gaps. It should be clear how partners will work together to ensure a pipeline of properly prepared employers and jobseekers (or candidates) for RAP expansion in this area of demand.

Proposals should specify how the RIC will engage employers to expand RAPs and how they will help to prepare and/or connect jobseekers from the underrepresented population with the RAP opportunities created by the expansion. Additional detail should include provision of supportive services to ensure participants complete RAPs and attain the USDOL Certificate of Completion.

PRIORITY 4: STRATEGICALLY SCALE THE RAP MODEL INTO NEW INDUSTRY SECTORS AND OCCUPATIONS

Michigan has had success increasing the use of the RAP model to accelerate skill development; however, Michigan employers continue to find it difficult to meet the demand for skilled workers in high-growth industry sectors. The model is not yet fully utilized in many regions of the state, every sector with critical talent shortages, or every occupation that could benefit from the model. Therefore, the SAE 2020 Grant Program will increase the number of new RAPs in new industry sectors by 20, and the number of new occupations by 80. It is anticipated these new programs and new occupations will require approximately 400 participants.

Successful SAE 2020 Grant Program Respondents proposing implementation activities in this Expansion Priority area must specify how many participants will be served in this Expansion Priority, and define a clear approach and associated work plan to strategically scale the RAP model into new industry sectors such as Healthcare, Information Technology, and Mobility; and new occupations in priority industry sectors, including Advanced Manufacturing, Construction, Energy, Healthcare, Information Technology, and Mobility.

LEO-WD supports the development of programs that are demand-driven. Respondents should use Labor Market Information and “real time data” (employer job openings, etc.) to validate

projected need in this Expansion Priority Area, focusing on industries experiencing growth and/or skills gaps. It should be clear how partners will work together to ensure a pipeline of properly prepared employers and jobseekers (or candidates) for RAP expansion in this area of demand.

Proposals should specify how the RIC will engage employers to expand RAPs and how they will help to prepare and/or connect jobseekers from these sectors and occupations with the RAP opportunities created by the expansion. Additional detail should include provision of supportive services to ensure participants complete RAPs and attain the USDOL Certificate of Completion.

PRIORITY 5: EXPAND RAP INTERMEDIARY SERVICES

A RAP Intermediary provides industry and/or occupation-specific expertise to support employers in a particular sector, provides program administration to aggregate demand for apprentices, helps with program coordination, and assists with instruction and technical assistance particularly for small and medium-sized employers that may not have the capacity to efficiently operate RAP programs on their own. Based on the success of Intermediary services to date in some regions, the SAE 2020 Grant Program will support the expansion of current or launch of new RAP Intermediaries to cultivate 610 new RAP participants (apprentices).

LEO-WD supports the development of programs that are demand-driven. Respondents should use Labor Market Information and “real time data” (employer job openings, etc.) to validate project need in this expansion priority area, focusing on industries experiencing growth and/or skills gaps. It should be clear how partners will work together to ensure a pipeline of properly prepared employers and jobseekers (or candidates) for RAP expansion in this area of demand.

Successful Respondents in this Expansion Priority must specify how many participants will be served in this Expansion Priority, and will clearly explain what services they will provide to key stakeholders, often employers, educational institutions, jobseekers (apprentices) (students in YRAPs), and other relevant entities. They should detail how these services will be provided, and associated performance outcomes. Services could include, but are not limited to:

- Administrative Oversight and Relationship Management
- Employer, Jobseeker, and Education Provider Engagement and Recruitment
- Employer/Candidate/Partner Recruitment, Assessment and Matching
- RAP Sponsorship as the “Employer of Record”, Education/RAP Standards Alignment
- Performance Monitoring, Case Management, RAP Progress Tracking and Reporting
- Program Planning and Development, And Promotion and Outreach

SAE 2020 GRANT PROGRAM KEY SAE STRATEGIES

RIC implementation activities must increase overall regional capacity for RAP expansion and implement key SAE strategies:

- Strategy 1: Provide Supportive Services for Program Participants
- Strategy 2: Reimburse Employers for RAP Costs
- Strategy 3: Certify Apprenticeship Readiness
- Strategy 4: Utilize Improved Data Systems

NOTE: All SAE 2020 Grant Program Respondents must implement the following program Key SAE Strategies. Grant awards will be based in part on the proposal successfully demonstrating the respondent can successfully implement these strategies.

STRATEGY 1: PROVIDE SUPPORT SERVICES FOR PROGRAM PARTICIPANTS

Successful Respondents will clearly explain how they will provide needed supportive services for program participants to increase their chances for RAP completion. The scope of work should include appropriate detail to explain how partners:

- Will ensure participant support needs are assessed during recruitment and enrollment, and;
- Will collaborate to recruit, assess, and provide administrative and program supports.

MWAs will align and leverage other program services to support OJL and RTI for RAP partners. In addition to these responsibilities, proposals should explain how MWAs will also provide needed participant “wraparound” services, such as childcare, transportation, and other support to improve apprentices’ prospects for success.

For proposals that have selected Youth RAP as an Expansion Priority area, details on how in-school youth will be assessed for the development of an appropriate Individual Educational Plan (IEP) and how out-of-school youth will be assessed during regional workforce system enrollment in the state’s WIOA eligibility tracking system should be included. Proposals including youth with disabilities should include details on how youth will be assessed with assistance from Michigan Rehabilitative Services (MRS) and Bureau of Services for Blind Persons (BSBP) coordinators, if needed, and who will facilitate the development of the Individual Plan for Education (IPE) based on assessment results.

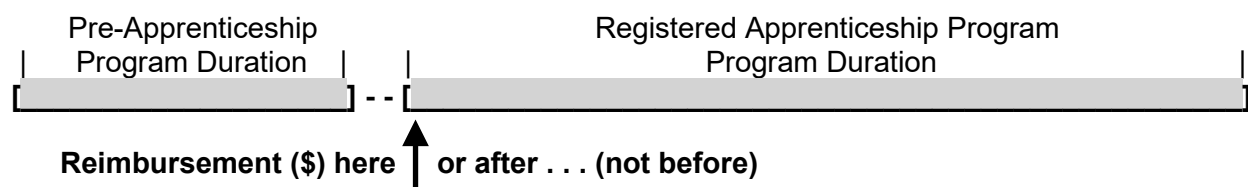
STRATEGY 2: REIMBURSE EMPLOYERS FOR RAP COSTS

SAE 2020 Grant Program partners will help reimburse employer/sponsors for the extraordinary costs of RAPs for eligible participants. Grant funds may be used for OJL, (also known as on-the-job training), or RTI. LEO-WD expects to reimburse employers for approximately 3,554 new participants (apprentices) in RAPs.

Respondents to this RFP should document the terms of reimbursement, including the length of time reimbursement will occur.

Apprenticeship Readiness Program activities, often referred to as Pre-Apprenticeship program activities are eligible for funding under SAE 2020 Grant Program awards, **however**, funding is “reimbursement based” and for RAP participants only. Eligible participants must be a new apprentice in an RAP. Therefore, reimbursement for Apprenticeship Readiness Program (or Pre-Apprenticeship) activities **must be after the participant is enrolled in a RAP**.

REIMBURSEMENT TIMING



STRATEGY 3: CERTIFY APPRENTICESHIP READINESS

Many pre-apprenticeship programs exist for would-be apprentices, however, those programs may or may not offer quality RTI and/or OJL, and may or may not result in employment in RAPs, and may or may not ensure candidates are “ready” and/or “selected” by employers. There is a better way to help ensure quality preparation to improve candidate success in being placed in a RAP and completing the program. That way is Michigan apprenticeship readiness certification.

MAKING OUR MARC

To ensure a properly prepared pipeline of candidates for RAPs, SAE 2020 Grant Program work includes the development of a Michigan Apprenticeship Readiness Certificate (MARC) for at least six (6) MARCs for high-skill, high-wage, in-demand occupations statewide and ensure that at least 260 grant participants statewide receive a MARC by the end of the grant period of performance.

The MARC will confirm jobseekers have achieved the required competencies and skills in a “Quality Pre-Apprenticeship Program” as defined by the USDOL. An overview of the definition of a Quality Pre-Apprenticeship Program can be found on the national apprenticeship website [Apprenticeship.gov](https://www.apprenticeship.gov) and a detailed definition in [Training and Employment Notice 13-12](#). Programs should be C-B, whenever feasible, to improve quality, ensure readiness, and better facilitate articulation.

Respondents should confirm their willingness to validate and distribute MARCs based on guidance from the Apprenticeship Advisory Board for high-demand, high-skill, high-wage occupations and related career pathway entry-level occupations to help certify candidates are competent in the foundational regional or sector knowledge/skills required. The foundational knowledge/skills are expected to be a percentage of those defined by employers in RAP standards. Certificate development can take a “least common denominator” approach when similar knowledge/skills are foundational for several regional or industry sector occupations.

While the Apprenticeship Advisory Board will provide guidance, it is expected that MARCs will be issued jointly by regional or industry sector RAP employers, labor partners, and educators providing the RTI to help identify candidates (jobseekers) that complete foundational knowledge/skills, including a percentage of RTI and OJL, reducing employer investment to develop skilled employees.

As regional or industry-sector employers are involved in the verification and distribution of MARCs, the certificate will gain additional value and employers will be more familiar with skilled candidates in the region or sector looking for RAP opportunities.

STRATEGY 4: UTILIZE IMPROVED DATA SYSTEMS

COMMON RESOURCE REPOSITORY

SAE 2020 Grant Program partners will use and contribute to an online SAE resource repository accessible by all apprenticeship stakeholders. Resources stored in the repository will be managed to ensure, relevance, value, version control, and accessibility. LEO-WD will oversee resources, populate, and manage the repository.

Repository resources will include RAP outreach and promotion materials, RAP process documentation and templates, presentations, and an index of web (URL) links for other online materials to further reduce regional duplication of efforts. Resources residing in the repository with grant-funded content will carry a Creative Commons Attribution 4.0 license, and the standard required USDOL Employment and Training Administration (ETA) product disclaimer.

AUTOMATED RAP PROGRESS TRACKING

The SAE 2020 Grant Program will provide an online application to automate RAP “progress to goal” tracking and reporting. The RAPTOR system will be available as a common statewide tracking solution to help set a foundation for continued RAP expansion by making tracking easier, simplify conversion to C-B programs when desired, and help to improve RAP completion rates.

RAP progress tracking remains a perceived roadblock to RA adoption for some employers and Intermediaries. RA sponsors find tracking progress against program plans for OJL and RTI “onerous”, leading to unnecessary frustration, and sometimes the lack of needed records for completion certification. While most everyone agrees C-B programs accelerate skills development, tracking “mastered” skills remains a challenge to implementing the methodology. While tracking hours can seem daunting for employers, tracking skills attainment seems impossible.

The RAPTOR system will automate RAP progress tracking. Skills checklists for C-B programs, or hours, for time-based programs, loaded at the start, often from competency or hours “frameworks” simplify the process. Apprentices record progress through online and phone apps as they learn, documenting hours, or competencies, or a combination of both. The system “pulls” needed authorizations (some call it a “nag” function) from mentors and/or staff and standardized reports are generated based on defined elements and desired schedules.

A Policy Issuance in early 2021 will enable MWA ASCs to facilitate RAPTOR system access for SAE 2020 Grant Program sub-grantees including employers, intermediaries, labor coordinators, and other RIC partners across the state. The application will aggregate progress tracking data for regional and state-level reports.

DATA COLLECTION and PERFORMANCE REPORTING

SAE 2020 Grant Program participants, served in the program, will be reported through a new Apprenticeship Participant platform in OSMIS. MWAs will determine WIOA funding eligibility for case management, performance tracking, and performance reporting. The program consolidates data for grant activities and participant “wraparound” WIOA-funded supportive services like childcare, transportation, and other services that improve apprentices’ prospects for program completion.

RIC-Led Respondents must submit a quarterly performance report (QPR) within 25 days after the end of each calendar year quarter. This report includes a quarterly narrative report (QNR) that details progress to goals. The report summarizes grant activities that occurred during the quarter, industry sectors and occupations participating in RAPs, progress against grant goals, and updates to the work plan or key goals and milestones for the coming quarter.

To provide the required data for quarterly reports, the MWA RIC partner will track and report participant-level data in OSMIS, including Social Security Numbers (SSNs), on all individuals who are provided grant-funded services. The SSN information allows ETA to efficiently match employment data from state unemployment insurance and other wage records. Thus, the collection of participant SSNs lessens the burden on grant recipients when tracking exit-based employment measures, while reporting consistent and reliable outcome information.

NATIONAL APPRENTICESHIP WEEK

National Apprenticeship Week (NAW) is a national celebration that offers leaders in business, labor, education, and other critical partners a chance to demonstrate their support for RAP. NAW gives apprenticeship sponsors the opportunity to showcase their programs, facilities, and apprentices. The week-long event highlights the benefits of apprenticeship in preparing a highly skilled workforce to meet the talent needs of employers across diverse industry sectors.

Successful Respondents will propose to host or participate in two (2) or more events during NAW each year of the grant period of performance.

POTENTIAL EVALUATION

As a condition of receipt of a grant award, partners agree to participate in USDOL evaluations that may be assigned to the project. The evaluation may include implementation assessment, an impact and/or outcomes analysis, or a benefit/cost analysis or assessment of return on investment. Grantees may be required to collect data elements to aid the evaluation.

As a part of potential evaluation, grantees must agree to 1) make records available to the evaluation contractor on participants, employers, and funding; 2) provide access to program operating personnel, participants, and operational and financial records, and any other pertinent documents to calculate program costs and benefits; 3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services (including the possible increased recruitment of potential participants); and 4) follow evaluation procedures as specified by the evaluation contractor under the direction of the USDOL.

H. FUNDING

Total funding for the SAE 2020 Grant Program is over \$11 million. Funding for successful Respondents will be based, in part, on the number of new RAPs that will be established to cultivate a combined total of 5,230 new RAs. LEO-WD anticipates funding 10 – 15 awards ranging from \$300,000 to \$1,100,000.

I. GRANT PERIOD OF PERFORMANCE

LEO-WD is issuing this RFP to solicit proposals for regional and/or sector based awards to continue RA expansion under the USDOL Youth Apprenticeship Readiness Grant Program and Building State Capacity to Expand Apprenticeship through innovation solicitations in this SAE 2020 Grant Program. LEO-WD is seeking partners with innovative and underrepresented population-focused RAP job training programs and targeted projects, which provide a wide range of geographic locations, industry focus, population size, and project participant numbers. LEO-WD will approve proposals for funding by March 1, 2021, with grant effective dates of April 1, 2021 and an associated period of performance ending March 31, 2023.

J. ELIGIBLE RFP RESPONDENTS

In many regions and industry sectors across the state, groups working together already on RAP expansion and workforce development initiatives may be well-positioned to become RICs to develop proposals in response to this RFP. It is anticipated that new groups will also form to develop and submit proposals. Submissions must include Letters of Intent from all required and recommended partners that will participate in grant activities.

Successful Respondents to this RFP will become responsible for SAE 2020 Grant Program implementation and work to establish new or expand existing RAPs and related apprenticeship readiness solutions to ensure performance targets are achieved. RIC members will include a “Lead Partner”, “Required Partners” and likely “Recommended Partners”. Proposals must be submitted by Lead Partners on behalf of RICs.

Lead Partners will have overall program and fiduciary responsibility for the award, related activities and performance outcomes. MWAs are a required partner enrolling employers and grant participants into the RAPTOR system for RAP progress tracking, and the state’s OSMIS.

Examples of eligible Lead Partners include, but are not limited to:

- Employer-Led Collaboratives
- Business Associations
- Labor Organizations
- Michigan Works! Agencies/Workforce Development Boards
- Non-Profit Organizations

K. REQUIRED PARTNERS

RICs must have a designated Lead Partner who is ultimately responsible for all requirements outlined in this RFP, the appendices, and full responsibility for a resultant award. In addition:

Required partners include, but are not limited to:

- Employers and/or Labor
- Michigan Works! Agencies including ASCs
- OA Apprenticeship Training Representatives (ATRs)
- Secondary Educational Partners including CEPD Directors
- Post-Secondary institutions

Recommended partners include, but are not limited to:

- Business Associations or Chambers of Commerce
- Apprenticeship Intermediaries (Region or Sector)
- Other public agencies or non-profit organizations
- Talent Development Liaisons (Region or Sector)
- Veteran Employment Services
- Vocational Rehabilitation

Recommended partners can be critical to successful underrepresented participant RAP inclusion and RAP expansion into new industry sectors. RICs that include one or more Recommended Partners will receive bonus points during proposal scoring.

L. PERFORMANCE MEASURES

Successful Respondents must provide outcomes met as detailed below - proposed project goals, outcomes, and outputs, including but not limited to the following performance measures:

- Total Number of Employers
- Total Number of Participants served
- Total Number of Apprenticeship program completers
- Total Number of under-represented participants served
- Total Number of Apprenticeship program participants entering a Registered Apprenticeship
- Average cost per Apprentice* calculation of entire project cost of proposal and the total number of apprentices served when considering cost per apprentice
- Participation in at least two National Apprenticeship Week Events

Additional outcomes and outputs should be proposed that capture targets and results associated with activities beyond apprenticeship employment and training, including capacity building, promotion, and outreach, etc.

A Quarterly Performance Narrative must describe how the performance measures and additional proposed outcomes and outputs will be accomplished.

M. REQUIRED DOCUMENT SUBMISSION

To be considered for funding, eligible Respondents are required to submit a complete SAE 2020 Grant Program Proposal as outlined by the requirements in this RFP document.

N. REVIEW AND SELECTION

To be considered for an award, Respondents must submit a complete response to this RFP, using the template provided in Attachment A, by **Monday, February 1, 2021, 5:00 PM**. No other distribution of proposals is to be made by the Respondent. The proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

The RFP must be signed electronically by an official of the respondent authorized to bind the respondent to its provisions. The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from February 1, 2021. The rates quoted in the Budget must remain firm for the 90-day period.

Proposals are limited to 12 (8.5 x 11) pages, single spaced, single sided, with 12-point Arial font, using one-inch margins. Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

O. RFP EVALUATION CRITERIA

Each proposal submission will be scored based on:

1. Overall Compliance to RFP
2. RIC Composition & Experience
 - a. Eligible Respondent
 - b. Required Partner Involvement
 - c. Recommended Partner Involvement (bonus points)
3. Scope of Work
 - a. Expansion Priorities
 - i. Expand Youth RAPs
 - ii. Expand Veterans RAPs
 - iii. Expand RAP Access for Other Underrepresented Populations
 - iv. Strategically Scale the RAP Model into New Industry Sectors and Occupations
 - v. Expand RAP Intermediary Services
 - b. Plans for each priority selected above
 - i. Underrepresented Participant Expansion
 - ii. Recruitment and Engagement of Employers and Jobseeker
 - iii. Analysis of demand by LMI/needs data for region or sector
 - c. Key SAE Strategies
 - i. Supportive Services Plans and Success Factors
 - ii. Employer Reimbursement Plans and Strategies
 - iii. Plans for Michigan Apprenticeship Readiness Certificate (MARC)
 - iv. Plans to embrace Improved Data Systems
4. Project Work Plan
5. Staff Competence, Experience & Capacity
6. Performance Measures & Proposed Outcomes
7. Budget/Budget Narrative
8. Sustainability Plan

SCORING CRITERIA	EXEMPLARY	ADEQUATE	NEEDS IMPROVEMENT	MISSING INFORMATION	SCORE
Proposal RFP Compliance (Up to 5 Points)	5			0	
RIC Required Partner Composition & Experience Narrative (Up To 10 Points) Recommended Partner Bonus (2 Points/partner up to 10 Points)	10/20			0	
Scope of Work (Up to 30 Points)	30			0	
Project Work Plan (Up to 15 Points)	15			0	
Staff Competence, Experience & Capacity (Up To 10 Points)	10			0	
Performance Measures & Proposed Outcomes (Up To 10 Points)	10			0	
Budget/Budget Narrative (Up to 10 Points)	10			0	
Sustainability Plan (Up to 10 Points)	10			0	
TOTALS	100/110			0	

P. TIMELINE

Proposals must be submitted to the contact person listed below via email **by 5:00 PM on Monday, February 1, 2021.**

Contact: Anita Scott
State Apprenticeship Expansion Section
LEO-WD
apprenticeship@michigan.gov
517-927-4356

All Respondents will be contacted regarding their status and/or potential grant award per the following schedule:

DATE	ACTIVITY
Wednesday, December 18, 2020	RFP Posted
Wednesday, January 6, 2021 9:00 AM -11:00 AM	Pre-Bid Webinar
Monday, February 1, 2021 at 5:00 PM	Deadline for Submission
Monday, March 1, 2021	Awardees Notified
Thursday, April 1, 2021	Grant Orientation Meeting
April 1, 2021 – March 31, 2023	Grant Period of Performance

Q. PRE-BID WEBINAR/QUESTIONS

A pre-bid webinar will be held on Wednesday, January 6, 2021 from 9:00 AM -11:00 AM. Please reserve your attendance at www.michigan.gov/apprenticeship

R. CONDITIONS UPON AWARD

In order to receive the total amount of funding requested, selected Respondents will need to successfully complete designated activities and show progress toward milestones to ensure total receipt of funding awarded under the discretion of LEO-WD.

Successful Respondents will be required to submit RIC Letters of Commitment within 30 days of notification of award.

Further information will be provided to selected grantees in grant award documentation. Completion and submission of any additional items will serve as a requirement to formally receiving the grant award funds through the State of Michigan’s MARS. Funding is also contingent upon timely submission of required quarterly performance, narrative, and financial reporting documents submission.

S. ALLOWABLE USE OF GRANT FUNDS

On-the-Job Learning: Grant funds may be used to support OJL, to reimburse employers for the extraordinary costs of apprenticeship OJL and RTI.

Coordination activities:

- Coordinating RA activities within and among participating school districts, post-secondary institutions, employers, and ATRs
- Coordinating academic and related instruction for the students
- Coordinating overall school-based and work-based learning for all RAs
- Coordinating secondary and post-secondary education for youth apprentices
- Recruiting students and jobseekers to participate in RAPs
- Recruiting employers to provide training and supervision for youth apprentices
- Monitoring the progress of youth apprentices

Apprentice support: Providing training incentives and reimbursement to employers for the extraordinary cost of RTI and OJL for RAPs. Providing supportive services for eligible participants, including safety gear and other items necessary to start employment, as needed on an individual student basis.

Employer support: Providing technical assistance and mentor training to employers.

Administrative costs: General administrative costs (limited to 7% of program costs for MWAs) Any expenses not included in the grant application budget will require prior approval by the LEO-WD.

T. PROHIBITED USES OF GRANT FUNDS

Apprentice Participant Wages: Grant funds may not be used to directly pay wages for apprentices. Grant funds may be used to support OJL, to reimburse employers for the extraordinary costs of apprenticeship OJL and RTI.

Salary caps: None of the funds appropriated under the heading “Employment and Training” in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. See Public Law 113-235, Division G, Title I, section 105, and Training and Employment Guidance Letter number 05-06 for further clarification:
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

Supportive services: Costs for these services are allowed for apprentices who enrolled in a RAP includes transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in apprenticeship activities funded by this grant. However, no more than 10 percent of grant funds can be used for supportive services.

Equipment: Equipment purchases and other capital expenditures are not an allowable cost under this grant program.

U. REQUIRED PROPOSAL COMPONENTS

Respondents are encouraged to be innovative in their proposed design and delivery of their RA expansion project. The following proposal components outline the requirement for this RFP:

- RIC Composition & Experience
 - Eligible Respondent
 - Required & Recommended Partner Involvement
- Scope of Work
 - Expansion Priorities
 - Key SAE Strategies
- Project Work Plan
- Staff Competence, Experience & Capacity
- Performance Measures & Proposed Outcomes
- Budget/Budget Narrative
- Sustainability Plan

Eligible Respondent

State the full name, address, and phone number, and contact person for Respondent organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If applicable, the proposal must state whether the organization is licensed to operate in the State of Michigan.

Scope of Work

1. Scope of Work
 - a. Expansion Priorities
 - i. Underrepresented Participant Expansion Plans
 - ii. Employers and Jobseeker Recruitment and Engagement
 - iii. Demand Driven Regional or Industry Sector LMI / Needs Analysis
 - b. Key SAE Strategies
 - i. Supportive Services and Success Factors
 - ii. Employer Reimbursement Plans and Strategies
 - iii. Plans for Michigan Apprenticeship Readiness Certificate (MARC)
 - iv. Plans to embrace Improved Data Systems

Competence, Experience, and Staff Capacity

Describe prior experience of members considered relevant to the success of the scope of service defined in this RFP. Include sufficient detail to demonstrate the relevance of experience. Proposals submitted should include descriptions of qualifying experience to include project descriptions, costs, and start and completion dates of projects successfully completed; also include the name, address, and phone number of the responsible official of the organization who may be contacted.

The Respondent must be able to coordinate RIC who possess talent and expertise in the field of the requirements of this RFP. Identify RIC leads assigned by name and title. Include experience and any other appropriate information regarding the work team's qualifications to implement the scope of work. Resumes of qualifications should be supplied for proposed project personnel.

Include the name and telephone number of person(s) in the RIC authorized to expedite any proposed grant with LEO-WD. Also include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

Budget/Budget Narrative

A comprehensive budget covering the grant period of performance is required. Please complete the appropriate section of Attachment A: Proposal Template, which includes necessary budget components. The Budget Narrative must thoroughly describe how the planned expenses and requested funding support the scope of work and required project activities.

While training incentives and reimbursement to employers for the extraordinary cost of training are allowable costs under this grant program, recipients must document the guidelines of this process to maximize the effectiveness of training funds and employment outcomes. Contracts and financial agreements with registered apprenticeship sponsors and employers must be developed in such a way as to support the employment retention of apprentices after the training period has ended.

In submitting a proposal, respondents understand the full cost of services and training for New Registered Apprentices (RA), including the related cost of RAPs employers sponsor, may significantly exceed the amount that can be reimbursed by these grant funds. These funds are intended to support, not fully fund, activities to promote expansion of related RAP model benefits in selected expansion priority areas.

Budget

The Budget must include the purpose and detail for all requested grant funds. For the purposes of proposal development, Successful respondents will propose funding based on the number of participants to be served.

Program costs, including school based coordination, MWA program services, and employer costs, **shall not exceed:**

New Youth RA:	\$3,000 per participant
New RA that are Veterans:	\$2,500 per participant
New RA, Other Underrepresented Populations:	\$2,500 per participant

Budgets shall include the following details:

New Youth Registered Apprentices (YRA)

- Employer Program Cost (or Reimbursement)
- School Based Coordination
- MWAs Services

New Registered Apprentices, Veterans or Other Underrepresented Populations

- Employer Program Cost (or Reimbursement)
- MWAs Services

A minimum of fifty one percent (51%) of the total funding awarded must be used to reimburse RAP employer for the extraordinary cost of RAP.

Program Costs

SAE 2020 Grant Program awards will be based on numbers of underrepresented participants served through the project and associated actual cost for services provided. Budget guidelines above should be used to calculate program cost. Program costs must remain below maximums established above.

Employer Costs

SAE 2020 Grant Program partners will help reimburse employer/sponsors for the extraordinary costs of RAPs for eligible participants. Grant funds may be used for OJL, (also known as on-the-job training), or RTI (also known as related instruction). LEO-WD expects to reimburse employers for approximately 3,554 new participants (apprentices) in RAPs.

Expand Apprenticeship Capacity Through Existing and New Intermediaries

The SAE 2020 Grant Program will support the expansion of current or launch of new RAP intermediaries. Respondents proposing Statement of Work activities from this Expansion Priority area should specify only the actual required funding to provide Intermediary services as described under the RFP and to achieve the performance outcomes, the number of resultant RAP participants (apprentices), specified for this priority.

Administrative Costs

Limited to 7% of the total award.

Sustainability Plan

Respondents must provide a description of a clearly delineated sustainability strategy that includes the following elements:

- Convincing description of the resources the program will use to ensure institutional capacity to support the program in the long-term, demonstrating strong potential to continue program activities without future federal funding;
- How the continuing program will incorporate the strategies used to carry out the core elements of the program;
- To the extent possible, the application should demonstrate plans for the sustainability of partnerships that include multiple employers, service providers, educational institutions, and the workforce system; and
- Applications must demonstrate how they plan to sustain program activities beyond the program's period of performance and provide a detailed description of professional development plans for program staff and how they will lead to sustainability beyond the period of performance.

ATTACHMENT A

**Michigan Department of Labor and Economic Opportunity, Workforce Development
State Apprenticeship Expansion 2020 Grant Program: Proposal Template
Deadline for Submissions: 5:00 PM on Monday, February 1, 2021**

PROPOSAL TEMPLATE: Please complete this proposal template, which will serve as your response to the RFP for the State Apprenticeship Expansion 2020 Grant Program.

PROPOSAL RESPONDENT INFORMATION

Organization Name: [Click here to enter Organization Name](#)

Contact Name: [Click here to enter Contact Name](#)

Title: [Click here to enter Title](#)

Address: [Click here to enter Street Address](#)
[Click here to enter City, State, and Zip Code](#)

Geographic Region: [Select Geographic Region](#)

Phone: [Click here to enter Phone Number](#)

Email: [Click here to enter Email Address](#)

PROPOSAL EXPANSION PRIORITIES

The SAE 2020 Grant Program includes five (5) Expansion Priorities. Only proposals addressing one or more of the following priorities will be eligible for award. LEO-WD intends to award grants under each of the Expansion Priorities for which proposals of sufficient quality are submitted.

Indicate Expansion Priority(s) addressed (Respondents may select one or more priorities):

- Priority 1: Expand Youth Registered Apprenticeship Programs**
- Priority 2: Expand Veterans Registered Apprenticeship Programs**
- Priority 3: Expand Other Underrepresented Populations Registered Apprenticeship Program Access**
- Priority 4: Strategically scale the RAP model into new industry sectors and occupations**
- Priority 5: Expand Registered Apprenticeship Program Intermediary Services**

**REGIONAL IMPLEMENTATION CONSORTIA COMPOSITION AND EXPERIENCE
NARRATIVE
(Up to 10 Points/Up to 10 Bonus Points)**

Please provide a narrative description of the composition of the responding Regional Implementation Consortia (RIC) in relation to LEO-WD’s required and recommended partners, the governance structure, establishment and operational experience, and the Lead Respondent’s organization and experience relevant to the selected Expansion Priority.

Click here to enter **Regional Implementation Consortia Composition and Experience Narrative**

Identify below the partners who will be engaged and their importance to the proposed or revitalized employer-led collaborative. Attach additional sheets, if necessary, to identify more partners. Successful Respondents will be required to submit RIC Letters of Commitment within 30 days of notification of award.

PARTNER #1:

Partner Type: Select Partner Type
If Other: Click here to specify

Organization Name: Click here to enter Organization Name

Contact Name: Click here to enter Contact Name

Title: Click here to enter Title

Address: Click here to enter Street Address
Click here to enter Street Address

Phone: Click here to enter Phone Number

Email: Click here to enter Email Address

Role in RIC: Click here to enter Partner Role

PARTNER #2:

Partner Type: Select Partner Type
If Other: Click here to specify

Organization Name: Click here to enter Organization Name

Contact Name: Click here to enter Contact Name

Title: Click here to enter Title

Address: Click here to enter Street Address
Click here to enter Street Address

Phone: Click here to enter Phone Number

Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #3:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #4:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #5:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address

Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #6:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #7:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #8:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address

Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #9:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

PARTNER #10:

Partner Type: Select Partner Type
If Other: Click here to specify
Organization Name: Click here to enter Organization Name
Contact Name: Click here to enter Contact Name
Title: Click here to enter Title
Address: Click here to enter Street Address
Click here to enter Street Address
Phone: Click here to enter Phone Number
Email: Click here to enter Email Address
Role in RIC: Click here to enter Partner Role

SCOPE OF WORK (Up to 30 Points)

Please provide a narrative description of the Respondent’s approach to address the selected Expansion Priority(s). The description should include a detailed explanation of the proposed project, including project partners, project services, project participants and how Key SAE Strategies will be integrated into the project.

Click here to enter **Scope of Work**

PROJECT WORK PLAN (Up to 15 Points)

In determining the quality and viability of proposed SAE 2020 Grant Program, LEO-WD will consider the Work Plan which outlines the mission, goals, and deliverables of the proposed project including clearly defined responsibilities, milestones, timeframes, for accomplishing project tasks.

Use this template to enter **Project Work Plan**

PROJECT MISSION:		
Goal #1:		
Deliverable(s):	Timeframe	Deliverable Dates
•		
•		
Implementer(s):		
•		
Goal #2:		
Deliverable(s):	Timeframe	Deliverable Dates
•		
•		
Implementer(s):		
•		
Goal #3:		
Deliverable(s):	Timeframe	Deliverable Dates
•		
•		
Implementer(s):		
•		
Goal #4:		
Deliverable(s):	Timeframe	Deliverable Dates
•		

•		
Implementer(s):		
•		
Goal #5:		
Deliverable(s):	Timeframe	Deliverable Dates
•		
•		
Implementer(s):		
•		

STAFF COMPETENCE, EXPERIENCE AND CAPACITY (Up to 10 Points)



Please provide a narrative description of the Respondent's *Competence, Experience and Staffing Capacity* pertaining to the management and administration of industry-driven workforce development projects/programs:

Click here to enter **Competence, Experience, and Staffing Capacity**

PERFORMANCE MEASURES AND PROPOSED OUTCOMES: (Up to 10 Points)



LEO-WD has established seven (7) performance measures for each project awarded under the SAE 2020 Grant Program, as outlined in the chart below. In addition, Respondents must propose project-specific performance measures and performance targets consistent with the selected Expansion Priority(s) and proposed project.

Use this template to enter **Performance Measures and Proposed Outcomes**

PERFORMANCE MEASURES	PROPOSED OUTCOMES
LEO-WD Established Performance Measures	
Total Number of Employers	
Total Number of Participants served overall, and in each Expansion Priority	
Total Number of Apprentice program completers	
Total Number of Under-Represented participants served	
Total Number of Apprenticeship program participants entering a Registered Apprenticeship	
Average cost per Apprentice* calculation of entire project cost of proposal and the total number of apprentices served when considering cost per apprentice	
National Apprenticeship Week Events	
Project-Specific Performance Measures	
Project-Specific	
Project-Specific	
Project-Specific	
Project-Specific	

Respondents must describe 1) how each performance measure, both LEO-WD established and project-specific will accurately measure the performance of the proposed project; 2) baseline data related to each measure as appropriate; 3) why and how each proposed outcome is ambitious and yet achievable; 4) the data collection and reporting methods that will be used and an assessment of the method's reliability and validity.

[Click here to enter Performance Measures and Proposed Outcomes Narrative](#)

BUDGET/BUDGET NARRATIVE (Up to 10 Points)

LEO-WD will consider the extent to which the budget is appropriate to support the proposed project. Specifically, the extent to which the costs are reasonable in relation to the: (1) project design; (2) project work plan; (3) the number of participants to be served; and (4) anticipated results and benefits.

Budgets are negotiable and contingent upon grant award and availability of funds. Overall budget and anticipated leveraged resources available and the dollar amounts will be a deciding factor in proposal consideration and scoring.

Use this template to enter Project Budget:

PROGRAM COSTS	GRANT FUNDS	LEVERAGED RESOURCES	TOTALS		
Salaries/Personnel					
Fringe Benefits					
Indirect Costs					
Travel					
Supplies					
Other					
Total Program Costs					
	CONTRACTUAL COSTS				
Employer Training Reimbursement					
Supportive Services for Program Participants					
Apprenticeship Readiness					
Intermediary Services (Optional)					
MWA Administrative Costs (Up to 7%)					
Other					
Total Contractual Costs					
TOTALS					

Please include below narrative descriptions for all items included in the budget above. Respondents must describe the proposed use of funds, consistent with the selected Expansion Priority(s), Key SAE Strategies, and allowable uses of funds.

While Leveraged Resources are not required, LEO-WD will consider the Respondent's level of investment in the proposed project. Please identify the source for any leveraged resources. Include a description of amounts and activities for which the leveraged resources will be used.

Salaries/Personnel

**Please include time commitments for personnel in terms of full-time equivalents, half-time equivalents, quarter time equivalents etc.*

Click here to enter **Salaries/Personnel**

Fringe Benefits

**Calculate percentage of Salaries above*

Click here to enter **Fringe Benefits**

Travel

Click here to enter **Travel**

Materials and Supplies

Click here to enter **Materials and Supplies**

Contractual Services

Click here to enter **Contractual Services**

Administrative Costs

Click here to enter **Administrative Costs**

Other

Click here to enter **Other**

Leveraged Resources

Click here to enter **Leveraged Resources**

SUSTAINABILITY PLAN (Up to 10 Points)

LEO-WD will take into account the Respondent's efforts taken during the grant period to develop a plan to sustain the proposed project fiscally through industry, philanthropic, and other sources of support beyond the grant period. This detailed plan should include which partners will contribute resources, both financial and non-financial, and the dollar amount or dollar value each will be expected to contribute.

Click here to enter **Sustainability Plan**

The signature below warrants that the signatory is empowered to enter into this Agreement and agrees to all terms outlined in this RFP.

Grantee Signature

Please Insert Electronic Signature Here

Date

Click or tap to enter a date.

ATTACHMENT B

State Apprenticeship Expansion 2020 Grant Program Partner Contact List

This attachment contains the following required and recommended partner contact lists:

LINKS

[Career and Technical Education \(CTE\) Directors](#)

[Labor Organizations](#)

[Michigan's Business Associations](#)

[Michigan's Chambers of Commerce](#)

[Michigan's Non-profit Organizations](#)

[Post-Secondary Institutions](#)

[Talent Development Liaisons](#)

LISTS BELOW INCLUDE:

Career Education Planning Districts (CEPD) Directors

Michigan Works! Agency, Apprenticeship Success Coordinators (ASCs)

U.S. Department of Labor Apprenticeship Training Representatives (ATRs)

Vocational Rehabilitation

Veteran Employment Services

MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

GRETCHEN WHITMER
GOVERNOR

SUSAN CORBIN
ACTING DIRECTOR

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Clinton Eaton Ingham	Capital Area Michigan Works! Jayson LaNew 517-492-5511 ilanew@camw.net	VACANT Contact Jenny Piatt 248-763-6491 peattj@michigan.gov	Tiffanie L. Clawson Apprentice Training Representative 74 N. Washington, Rm. 2-1-56 Battle Creek, MI 49037 269-961-7337 clawson.tiffanie.l@dol.gov	Lansing Community College Mail Code 4100W Rm. M103 P. O. Box 40010 Lansing, MI 48901-7210	Wendy M. Smith Director of Trades Technology Services 517-483-1132 smithw14@lcc.edu
Wayne (City of Detroit only)	Detroit Employment Solutions Corporation Stephanie Vomvolakis 313-788-7163 svomvolakis@detempsol.org	Jacquelyn Smith 313-236-8090 smithj66@michigan.gov	Marc L. DeCoster Apprentice Training Representative 211 W. Fort St., Rm. 1319 Detroit, MI, 48226 313-226-5654 decoster.marc.l@dol.gov	Wayne County Community College 801 W. Fort St. Detroit, MI 48226-3010 Focus: HOPE 1200 Oakman Blvd. Detroit, MI 48238-2848	Shawna Forbes Vice Chancellor School of Continuing Education & Workforce Development 313-496-2704 sforbes1@wcccd.edu Kevin Green Apprenticeship Manager 313-494-4412 greenk@focushope.edu

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Huron Tuscola Sanilac Lapeer Genesee Shiawassee	GST Michigan Works! Wanda Bigelow 810-233-5974, Ext. 348 wbigelow@gstmiworks.org	VACANT Contact Tonia Peterson 248-633-3689 petersont2@michigan.gov	Marybeth Koski Apprentice Training Representative 211 W. Fort St, Room 1319 Detroit, MI 48226 313-226-6208 Koski.Marybeth@dol.gov	Mott Community College Technology Division 1401 E. Court St. Flint, MI 48503	
Berrien Van Buren Cass	Kinexus Rick Vanlttersum 269-927-1064 x1126 vanlttersumr@miworks.org	Lisa Stanley 269-548-7282 stanleyl@michigan.gov	Tiffanie L. Clawson Apprentice Training Representative 74 N. Washington, Rm. 2-1-56 Battle Creek, MI 49037	Lake Michigan College Apprentice Training Department 2755 E. Napier Ave. Benton Harbor, MI 49022	Ken Flowers 269-927-4103 flowers@lakemichigancollege.edu

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			269-961-7337 clawson.tiffanie.l@dol.gov		
Macomb St. Clair	<u>Macomb – St. Clair Michigan Works!</u> Kristie Kabacinski 586-783-1399 kkabacinski@macomb-stclairworks.org	Linda Watson (Macomb) 248-514-1925 watsonL10@michigan.gov VACANT (St. Clair) Contact Tonia Peterson 248-633-3689 petersont2@michigan.gov	Marybeth Koski Apprentice Training Representative 211 W. Fort St, Room 1319 Detroit, MI 48226 313-226-6208 Koski.Marybeth@dol.gov	Macomb Community College Skilled Trades & Apprenticeship 14500 E. Twelve Mile Rd. Warren, MI 48093 St. Clair Co. Community College Engineering Tech & Apprenticeship 323 Erie St. PO Box 5015 Port Huron, MI 48061	Vicki Gordon 586-445-7519 gordonv@macomb.edu David P. Goetze 810-989-5520 employmentservices@sc4.edu
Alcona Alpena Cheboygan Crawford Montmorency Oscoda Otsego Presque Isle	<u>Michigan Works! Northeast Consortium</u> Collin Hoffmeyer 989-733-8548 x2324 hoffmeyerc@nemcworks.org	Craig Saunders 989-415-0981 Saundersc1@michigan.gov	Marybeth Koski Apprentice Training Representative 211 W. Fort St, Room 1319 Detroit, MI 48226 313-226-6208 Koski.Marybeth@dol.gov	Alpena Community College - Industrial Tech Division 666 Johnson St. Alpena, MI 49707 Kirtland Community College - MTEC 60 Livingston Blvd. Gaylord, MI 49735	Don MacMaster 989-358-7344 MacMastd@alpenacc.edu Luann Mabarak 989-705-3605 luann.mabarak@kirtland.edu
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	csherman@michworks4u.org				
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Lake Mason Mecosta Newaygo Osceola Oceana	Michigan Works! West Central Merri Bennett 231-583-2029 mbennett@michworkswc.org	Monica Robbins 517-780-7450 Robbinsm1@michigan.gov	Tiffanie L. Clawson Apprentice Training Representative 74 N. Washington, Rm. 2-1-56 Battle Creek, MI 49037 269-961-7337 clawson.tiffanie.l@dol.gov	West Shore Community College -Workforce Development PO Box 277 3000 N. Stiles Rd. Scottville, MI 49454 Ferris State University 1201 S. State St. Big Rapids, MI 49307	Thomas Hawley 231-843-5541 tahawley@westshore.edu Gary Wendlowsky 231-591-3809 garywendlowsky@ferris.edu
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Emmet				1515 Howard St. Petoskey, MI 49770	
Oakland	Oakland County Michigan Works! Elizabeth (Liz) Rivard-Weston 248-858-0922 rivardwestone@oakgov.com	Nacsha Ealy 248-221-9239 Ealyn1@michigan.gov	Marc L. DeCoster Apprentice Training Representative 211 W. Fort St., Rm. 1319 Detroit, MI, 48226 313-226-5654 decoster.marc.l@dol.gov Marybeth Koski Apprentice Training Representative 211 W. Fort St, Room 1319 Detroit, MI 48226 313-226-6208 Koski.Marybeth@dol.gov	Oakland Community College – Engineering, Manufacturing & Industrial Technology 2900 Featherstone Rd. Auburn Hills, MI 48326	Laura Thero 248-232-4394 LCThero@oaklandcc.edu
Monroe Wayne	Southeast Michigan Community Alliance Michigan Works! Lori Spicer 734-229-3512 lori.spicer@semca.org	Lisa Bartley (Monroe) 734-725-9975 bartleyL@michigan.gov Keisha Hall Dilligard (Wayne) 313-549-5421 halldilligardk@michigan.gov	Marc L. DeCoster Apprentice Training Representative 211 W. Fort St. Rm. 1319 Detroit, MI, 48226 313-226-5654 decoster.marc.l@dol.gov	Henry Ford Community College 5101 Evergreen Dearborn, MI 48128 Monroe Co. Community College - Industrial Tech. Division 1555 S. Raisinville Monroe, MI 48161	Cameron Albring 734-384-4112 calbring@monroecc.edu Shawna Forbes Vice Chancellor School of Continuing Education & Workforce Development 313-496-2704 sforbes1@wcccd.edu

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				Wayne County Community College District 21000 Northline Taylor, MI 48180 Schoolcraft College Occupational Programs & Economic Development 18600 Haggerty Rd. Livonia, MI 48130 Focus: HOPE 1200 Oakman Blvd. Detroit, MI 48238-2848	Pamela Linton 734-462-7372 plinton@schoolcraft.edu Kevin Green Apprenticeship Manager 313-494-4412 greenk@focushope.edu
Jackson Hillsdale Lenawee Livingston Washtenaw	Michigan Works! Southeast Steven Billington 517-552-2110 sbillington@mwse.org	Lisa Bartley (Monroe) 734-725-9975 bartleyL@michigan.gov	Marc L. DeCoster Apprentice Training Representative 211 W. Fort St., Rm. 1319 Detroit, MI, 48226 313-226-5654 decoster.marc.l@dol.gov	Jackson Community College 2111 Emmons Rd. Jackson, MI 49201 Washtenaw Community College 4800 E. Huron River Dr. Ann Arbor, MI 48105 The Academy for Manufacturing Careers 2545 Spring Arbor Rd., Ste. 201 Jackson, MI 49203	Jeremy Frew 517-796-8502 jfrew@jccmi.edu Marilyn Donham 734-973-3630 mdonham@wccnet.org Bill Rayl 517-782-8268 brayl@mijama.org

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Gogebic Ontonagon Houghton Keweenaw Iron Baraga Dickinson Marquette Menominee Delta Alger Schoolcraft Luce Mackinac Chippewa	UP Michigan Works! Holly Peoples 906-280-2441 hpeoples@isupward.org	Trina Ruokola 906-202-0162 ruokolat@michigan.gov	Marybeth Koski Apprentice Training Representative 211 W. Fort St, Room 1319 Detroit, MI 48226 313-226-6208 Koski.Marybeth@dol.gov	Gogebic Community College Career & Tech. Education Dept. E-4946 Jackson Rd. Ironwood, MI 49938 Lake Superior State University - Career Services Department 650 W. Easterday Ave. Sault Ste. Marie, MI 49783 Bay de Noc Community College - Technology and Business Division 2001 North Lincoln Rd. Escanaba, MI 49829	Ray Niemi 906-932-4231 x297 ray.niemi@gogebic.edu Theresa Weaver 906-635-2733 tweaver@lssu.edu Kevin Carlson 906-217-4023 kevin.carlson@baycollege.edu

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Muskegon Ottawa Allegan Barry Kent Ionia Montcalm	West Michigan Works! Kelly Terpstra 616-389-8528 kterpstra@westmiworks.org	Monica Robbins 517-780-7450 Robbinsm1@michigan.gov v Sharlene Organ 616-240-1993 Organs1@michigan.gov Brian Smith, Program Development (STATEWIDE) LEO - Michigan Career & Technical Institute 11611 Pine Lake Rd. Plainwell, MI 49080 (269) 664-4461 smithb16@michigan.gov	Tiffanie L. Clawson Apprentice Training Representative 74 N. Washington, Rm. 2-1-56 Battle Creek, MI 49037 269-961-7337 clawson.tiffanie.l@dol.gov	Grand Rapids Community College Applied Technology Ctr. 151 Fountain Street NE Grand Rapids, MI 49503 Montcalm Community College 2800 College Dr. Sidney, MI 48885 Muskegon Community College - Industrial Manufacturing Technology Department 221 S. Quarterline Rd. Muskegon, MI 49442	John Doneth 616-234-3178 jdoneth@grcc.edu Susan Hatto 989-328-1254 susanh@montcalm.edu

Michigan Department of Education
Office of Career and Technical Education - CTEIS Reports
Master Directory Roster List CEPD CTE Administrators

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CEPD: 01
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Mr. Mike Mulligan

CEPD 03 CTE Administrator (Region 02)
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Mr. Brian Sarvello

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Mr. Lucas Siebert

CEPD 05 CTE Administrator (Region 02)
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Ms. Tammy J. Rutledge

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Mr. Ryan McClintic

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ATTACHMENT C

State Apprenticeship Expansion 2020 Grant Program Proposal Checklist

Respondents are encouraged to use this checklist to ensure that their proposal is complete. Refer to the RFP Guidelines for proposal submittal deadline and procedures.

No faxed applications will be accepted. Electronic applications are to be submitted to: apprenticeship@michigan.gov.

Contents	Completed
Proposal Cover Page is complete - <u>all</u> information filled in	<input type="checkbox"/>
Proposal Narrative is limited to 12 pages (single spaced, 12-point Arial font, on an 8.5 x 11 page and using 1-inch margins)	<input type="checkbox"/>
Budget Worksheet is complete and checked for accuracy - <ul style="list-style-type: none">➤ Detail is provided for all cost categories➤ Cost categories match budget page➤ Quarterly Program Plan match totals on cover and budget page	<input type="checkbox"/>
Projected performance outcomes are well outlined	<input type="checkbox"/>
Regional Implementation Consortia - all required entities are represented, including recommended partners if desired	<input type="checkbox"/>
Submit complete RFP via email by February 1, 2020 at 5:00 pm	<input type="checkbox"/>