



Apprenticeship Expansion Program Year 2025

USDOL State Apprenticeship Expansion Formula Round Three (SAEF3)

Funding Apprenticeship Specialists

Department of Commerce and Economic Opportunity Office of Employment and Training
May 1, 2025

US DOL STATE APPRENTICESHIP EXPANSION FORMULA (SAEF) FUNDING

Support State capacity and State planning
while also driving system innovation and reform

SAEF Round 1 – 2023

- IL base funding = \$1.3 million
(July 1, 2023-June 30, 2024)

SAEF Round 2 – 2024

- IL base funding = ~\$1.6 million
(July 1, 2024-June 30, 2025)
- Range per grants \$63k - \$168k



SAEF Round 3 – 2025

- IL base funding = ~\$1.6 million *(July 1, 2025-June 30, 2026)*
- Anticipated range per grant \$75k - \$175k based on quality, activities, & potential impact

Illinois Workforce Innovation Board (IWIB)

Work-Based Learning and Apprenticeship Committee

- Employer-led coalition of multiple stakeholders
- Advises the State on policy, practices, and use of funding to expand work-based learning and apprenticeship
- Unify and align apprenticeship efforts across the state for greater impact

❖ **Employer Participation is the one of the Largest Barriers to Expansion**

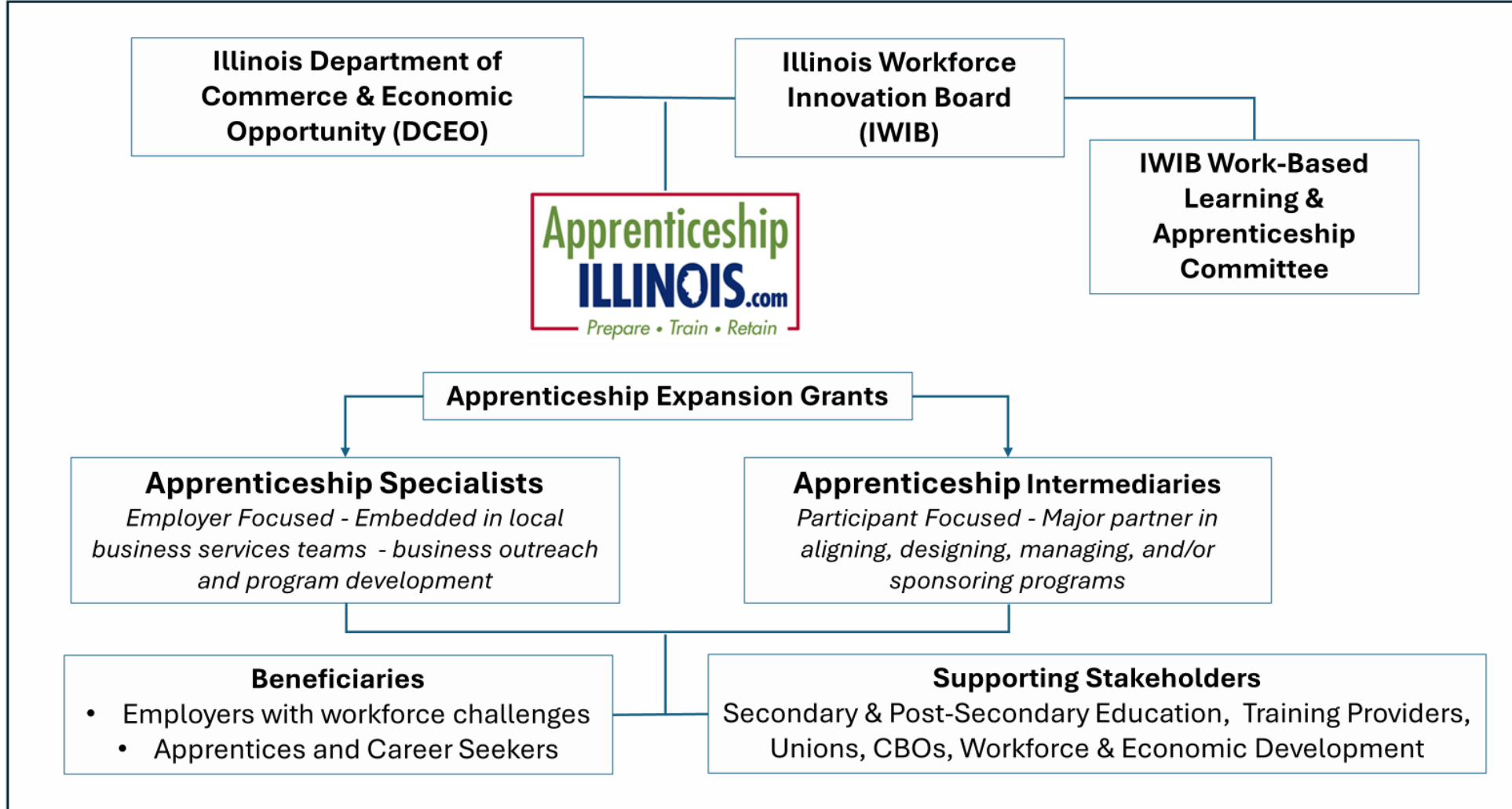
❖ **Expand RAPs & WBL Through Apprenticeship Specialists and Intermediaries**

❖ **Embed Apprenticeship Specialists within Business Services Teams**



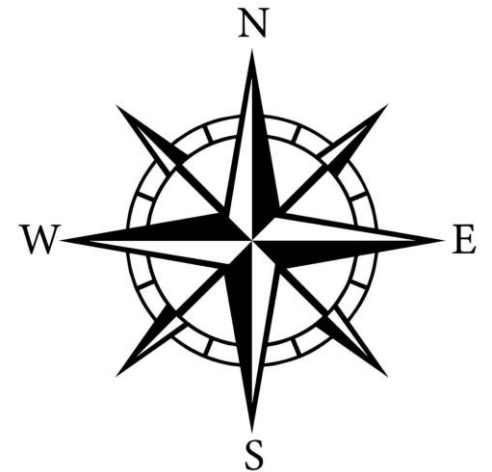
APPRENTICESHIP ILLINOIS FRAMEWORK

circa ~2017/2018



APPRENTICESHIP SPECIALISTS

- Key point of contact in region for apprenticeship expansion
- Facilitate development of RAPs with businesses and industries
- Act as convener for regional coordination & system networking
- Support existing and potential intermediaries in the region



APPRENTICESHIP INTERMEDIARIES

- Coordinate with Specialists and design RAPs
- Recruit apprentices and support them through completion
- Implement and manage apprenticeship partnerships or programs
- Provide participant supports and coordinate training



OVERARCHING GOALS

5-Year Plan

- **Goal 1:** Coordinate and Expand Services to Workers and Career Seekers
- **Goal 2:** Coordinate and Expand Services to Employers
- **Goal 3:** Coordinate and Expand Services to Education, Training, Workforce, and Economic Development Partners
- **Goal 4:** Planning and System Development



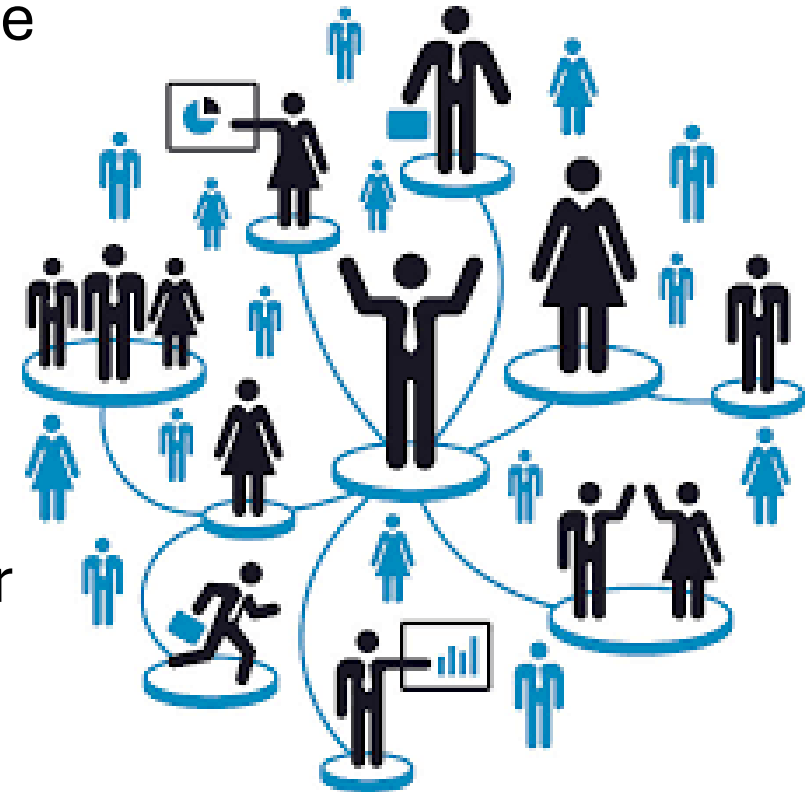
INTEGRATED BUSINESS SERVICE TEAMS

**A FRAMEWORK FOR REGIONAL
COLLABORATION & ECOSYSTEM BUILDING**

What are Integrated Business Services Teams

Regional, cross-partner teams designed to coordinate outreach to employers and streamline access to the full range of workforce services available across programs and partners.

Serve as a **unified front for engaging businesses**, promoting initiatives, and providing access to high-impact services, including apprenticeships and other work-based learning models.



Five Core Components of Effective IBSTs

- **Organizational Structure** – Clear communication channels and structure allow all partners to develop and implement a shared business engagement strategy.
- **Management of Business Intelligence** – Partners share employer data and insights to avoid duplication, identify gaps, and deliver services informed by real business needs.
- **Solutions-Based Service Offerings** – Focus on solving business problems, whether through training, hiring, upskilling, or apprenticeship.
- **Emphasis on WBL and Other Business-Focused Services** – Prioritize services that directly benefit businesses, including apprenticeship, incumbent worker training, and customized solutions.
- **Accountability and Performance Measurement** – Establish shared goals/metrics to highlight progress, outcomes, and impact, reinforcing accountability and support among all partners.

Apprenticeship Specialists and IBSTs: What It Means to Work with Your Team

As an Apprenticeship Specialist, you're expected to embed yourself in the region's IBST and help it function as a coordinated team, driving apprenticeship and WBL expansion.

- **Use the IBST Framework** as your guide to building or strengthening your region's team.
- **Understand your region's organizational structure:** Each IBST may be structured differently. Identify the formal and informal networks that drive workforce engagement.

Apprenticeship Specialists and IBSTs: What It Means to Work with Your Team

- **Know who's in the room:** Your IBST might include:
 - Core WIOA partners
 - Economic development agencies
 - Chambers of Commerce
 - Industry associations
 - Community Colleges and High School CTE programs
 - Labor unions
 - Other LWIAs
 - Employer collaboratives / sector partnerships
 - Community-based and nonprofit organizations
- **Leverage existing relationships:** Your IBST partners can open doors with employers and sectors you may not reach on your own.



Apprenticeship Specialists and IBSTs: What It Means to Work with Your Team

- **Extend your capacity:** Your partners can serve as extensions of your outreach and help amplify your apprenticeship message.
- **Promote a "no wrong door" approach:** Develop systems with your IBST that connect employers to the right services, regardless of the partner they speak to first.
- **Lead coordination efforts:** You are responsible for fostering and unifying your IBST to make apprenticeship expansion seamless across all regional partners.



Apprenticeship Specialists and IBSTs

What It Means to Work with Your Team

Disciplines of Learning Organization



Systems Thinking:

Understanding the interconnectedness and how our actions impact it.



Personal Mastery:

Commitment to learning and willingness to challenge own perspectives.



Mental Models:

Reflecting on and changing deeply held assumptions or beliefs.



Building Shared Vision:

Developing a collective vision that unites to work toward same goals.



Team Learning:

Develop shared intelligence & understanding to achieve shared goals.

TALENT PIPELINE MANAGEMENT

TALENT PIPELINE MANAGEMENT

- Sector Strategy to address chronic regional and local skill gaps
- Creates consistent messaging, addresses barriers, and aligns workforce solutions
- DCEO provides training & support in TPM framework



TALENT PIPELINE MANAGEMENT *(cont'd)*

Six Strategies Provide a Talent Supply Methodology & Supports Sector Strategies



STRATEGY 1:

Organize for Employer
Leadership and Collaboration



STRATEGY 2:

Project Critical Job Demand



STRATEGY 3:

Align & Communicate Job
Requirements



STRATEGY 4:

Analyze Talent Supply



STRATEGY 5:

Build Talent Supply Chains



STRATEGY 6:

Engage in Continuous
Improvement & Resiliency
Planning

REQUIRED PROGRAM ELEMENTS

Required Program Elements

1. Regional Expertise and Coordination
2. Organizational Commitment and Role Integration
3. Employer Engagement and Program Development
4. Collaboration and Network Participation
5. Professional Development and Capacity Building
6. Reporting and Accountability



REGIONAL EXPERTISE AND COORDINATION

Know Your Region, Build the Network

- Understand all apprenticeship and WBL programs in your region.
- Know and maintain relationships with core WIOA partners, employers, educators, industry groups, and economic developers.
- Unify and take initiative with your Integrated Business Services Team (IBST).
- Coordinate cross-referrals, shared outreach, and aligned services.
- Partner closely with the USDOL ATR for your region.



Be the go-to who brings people and ideas together.

ORGANIZATIONAL COMMITMENT AND ROLE INTEGRATION

Embedded, Empowered, Essential

- Specialists must be fully supported by leadership and staff.
- Act as the trusted guide for employers and regional partners.
- Integrate seamlessly into business service teams.
- Align apprenticeship efforts with regional economic goals.



Ensure WBL and apprenticeship are front and center, part of the main menu of services, not an afterthought.

EMPLOYER ENGAGEMENT AND PROGRAM DEVELOPMENT

From First Contact to Program Launch

- Lead employers from exploration through successful registration.
- Use USDOL's Standards Builder and stay involved post-registration.
- Don't hand off - co-own the programs you help create.
- Facilitate RTI partnerships with education/training providers.
- Align training content with program and occupational needs.



You're not just a connector. You are a builder.

COLLABORATION AND NETWORK PARTICIPATION

Power of the Group – Locally and Statewide

- Actively participate in the statewide Apprenticeship Specialist Network.
- Share practices, solve problems, and align strategies.
- Collaborate with your IBST, DCEO RED Team, and local partners.
- Support collective efforts like National Apprenticeship Week.



Share, support, and show up for your region and the state.

PROFESSIONAL DEVELOPMENT AND CAPACITY BUILDING

Always Learning, Always Leading

- Attend required trainings and contribute to peer learning.
- Identify local barriers and propose solutions.
- Serve as a thought leader for apprenticeship in your region.
- Educate partners on apprenticeship models and alignment opportunities.



Be the regional expert, and help others become one, too.

REPORTING AND ACCOUNTABILITY

Track. Report. Drive Impact.

- Use Illinois workNet Navigator Tool weekly.
- Report outreach, program development, and outcomes.
- Submit quarterly narratives and other required reports.
- Be prepared to present to the IWIB WBLA Committee when needed.



Data tells the story.

APPLICATION INFORMATION

PROGRAM FUNDING

- Funding range per grant - \$75,000 to \$175,000
- Must work with regional partners (LWIAs, community colleges, and other education, economic, and workforce development partners)
- Consideration given to Quality and Impact vs. # of Specialists
- Must utilize funds to support apprenticeship expansion activities
- Requests must be reasonable, necessary, and directly related to notice



APPLICATION CHECKLIST

- Uniform Grant Application
- Mandatory Disclosure
- Conflict of Interest
- Formatted Technical Proposal
- Project Workplan (*Excel spreadsheet with attachments as individual tabs*)
 - Attachment 1: Project Summary
 - Attachment 2: Program Activities & Outcomes
 - Attachment 3: Staffing & Partnerships (IBST)
 - Attachment 4: Implementation Plan
- Uniform Budget Template
- IWIB Designation Letter**



FORMATTED TECHNICAL PROPOSAL

Section I: Applicant Capacity

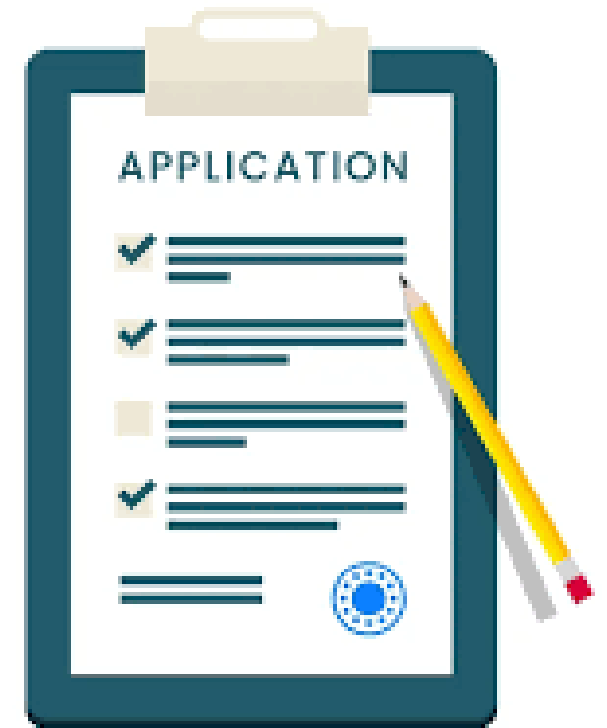
- Two questions to summarize capacity
- Previous performance

Section II: Quality and Potential Impact of the Grant Application

Describe how you will meet the Required Program Elements

- Regional Expertise and Coordination
- Organizational Commitment and Role Integration
- Employer Engagement and Program Development
- Collaboration and Network Participation
- Professional Development and Capacity Building
- Reporting and Accountability

Section III: Budget Narrative



COMPLETE BUDGET TABLES

BUDGET CATEGORIES	AMOUNT
Business Service Personnel	\$
Fringe Benefits	\$
Travel	\$
Supplies	\$
Contractual	\$
Incentive Costs for Employers	\$
Supportive Services	\$
Indirect	\$
GRAND TOTAL	\$

Note that grantees are required to submit a Uniform Budget Template.

PROVIDE BRIEF BUDGET NARRATIVE

- **Personnel:** List all staff positions by title, including the roles and responsibilities.
- **Fringe Benefits:** Breakdown the amounts and percentages of fringe benefit costs
- **Travel:** For grantee staff only, specify the purpose, etc.
- **Supplies:** Identify the cost of supplies
- **Contractual:** For each proposed contract and sub-award, specify the purpose and activities to be provided and the estimated cost.
- **Incentive Costs for Employers:** Specify incentives offered to employers (up to 40% of budget)
- **Supportive Services:** Specify supportive services offered to workers



EMPLOYER INCENTIVES

Grantees may use up to **40 percent** of the award to provide **one-time** “incentive” funds to new **employers, joint labor-management organizations, or industry associations** to directly fund new or expand existing RAPs.

Allowable uses of incentive funding include:

- Registration of RAPs with the Department of Labor;
- Costs related to the design and start-up of RAPs;
- Classroom education or online training for apprentices;
- Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice’s wages, as well as based on a journey worker’s time as a mentor for an apprentice in OJL;
- Train-the-trainer costs or activities;
- Training supplies for apprentices (in consultation with the Department); and/or
- Curricula development.



PROJECT WORKPLAN TEMPLATE

Excel Workbook with attachments as individual tabs

- Attachment 1: Project Summary
- Attachment 2: Program Activities & Outcomes
- Attachment 3: Staffing & Partnerships
- Attachment 4: Implementation Plan

(please don't save as a pdf)

PROJECT WORKPLAN TEMPLATE

Attachment 2: Program Activities & Outcomes

- # new businesses meaningfully consulted on developing or expanding a registered apprenticeship program
- # existing sponsors that receive TA
- # businesses that receive monetary incentives
- # outreach events (seminars, workshops, stakeholder events coordinated, etc.) (Note: these events should be employer-facing. Career fairs for individuals who may be interested in becoming apprentices do not count.)
- # new Registered Apprenticeship programs developed
- # existing Registered Apprenticeship programs expanded
- # new Pre-Apprenticeship programs developed
- # existing Pre-Apprenticeship programs expanded
- # of new employers engaged that adopt the apprenticeship model because of the grant project
- # new registered apprenticeship programs in active development per quarter

PROJECT WORKPLAN TEMPLATE

Attachment 3: Staffing Plan & IBST

Integrated Business Service Team		
Type of Partner	Name of Individual	Agency/Organization
WIOA Title I		
WIOA Title II		
WIOA Title III		
WIOA Title IV		
Economic Development		
Community College		
Chamber of Commerce		
Union		
Industry Association		
Education / Local Schools		
Training Provider		
Community-Based Organization		
<i>Others</i>		



PROJECT WORKPLAN TEMPLATE

Attachment 4: Implementation Plan

ACTIVITY	TIMELINE	STAFF RESPONSIBLE	MILESTONE / ACCOMPLISHMENT / DELIVERABLE

APPLICATION REVIEW

- DCEO will review applications on a *first-come, first-served basis* until all available funds have been committed.

Reviewed based on:

- Applicant Capacity and Previous Performance (40%)
- Quality / Commitment to Required Program Elements (40%)
- Budget / Reasonableness of Costs (10%)
- Geographic Distribution of Awards (10%)



REPORTING REQUIREMENTS

Grantees will be requested to report program activity and outcomes with the quarterly reports for this grant.



FISCAL MANAGEMENT & MONITORING

- Program funded by USDOL Apprenticeship USA Grants
- Grant funding provided on a reimbursement basis; pre-award costs allowed
- Costs must be associated with allowable apprenticeship expansion activities
- Costs must be documented in accordance with 2 CFR Part 200
- Grant awards are subject to monitoring by DCEO and USDOL

APPLICATION SUBMISSION

- Organizations that request funds under notice should submit a completed application electronically to CEO.OET.Grants@illinois.gov
- Applications must be received by June 2, 2025, to guarantee consideration for funding commitments before the June 30, 2025, State of Illinois fiscal year end.

QUESTIONS AND ANSWERS

