

APPLICATION NARRATIVE INSTRUCTIONS

Submit your application as a narrative document prepared on your organization's official letterhead. Organize your narrative using the same lettered section headings shown below (A–I), in the same order, and observe the page limit noted for each section.

Address every item listed under each heading – you do not need to repeat the prompts verbatim, but your narrative should make it easy for reviewers to find each required item.

Attach all required documentation identified in the NOFO and the Required Attachments checklist (e.g., credential proof, employer commitment letter(s), instructor resumes/bios, Budget Workbook and Budget Narrative). Submissions should not exceed 10 pages

A. Applicant Information/ Cover Page

Please state the following identifying information:

- Legal Organization Name
- EIN
- UEI (if applicable)
- Address
- Primary Contact (name, title, email, phone)
- Authorized Signatory (name, title, email, phone)
- Applicant Type: Consortium Member or Training Provider Partner
- If Training Provider Partner: name of your Consortium Member Partner

This page is excluded from the 10 page limit.

B. Program Summary

Describe your proposed training program, addressing:

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- Program title
- Target sector/occupation(s)
- Industry-recognized credential (name and issuing body)
- Proposed training start date (must be no later than January 1, 2027).
- Training end date
- Cohort size (number of participants)
- Training delivery modality (in-person, hybrid, or virtual)
- Training location(s)
- Total instructional hours
- A brief narrative description of the program

C. Credential Alignment and Value

- Why this credential is industry-recognized (attach proof/documentation)
- What competencies the credential validates
- Your plan to support credential attainment (e.g., exam prep, vouchers, retakes)

D. Employer Commitments to Hire

- Employer partner(s) and their role(s)
- Type of commitment (hire, interviews, conditional offers, etc.)
- The handoff process from program completion to hiring
- Confirmation that employer commitment letter(s) are attached. Commitment Letters may be attached as addenda and are excluded from the 10 page limit.

E. Recruitment and Participant Plan

- Target participant profile (eligibility, prerequisites)
- Recruitment sources and outreach plan
- Screening/selection approach
- Supportive services plan (if applicable)
- Experience working with target population
- Completion support (e.g., attendance supports, tutoring, coaching)



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F. Work Plan, Staffing, and Readiness

- Milestones from award execution through training completion
- Staffing plan (roles, FTE/time allocation)
- Instructor qualifications (attach resumes/bios)
- Curriculum readiness and materials available
- Risk factors and mitigations

G. Outcomes and Measurement Plan

- Numeric targets for: enrollment, completion, credential attempts, credential attainment, employer interviews, and hires
- Describe how you will document measurable skill gains for participants (e.g., pre-/post-assessment results, progress reports toward completion milestones, or other WIOA-recognized measures)
- Your method for verifying credential attainment and employer outcomes (e.g., issued certificates, employer confirmation)
- Your plan to follow up with participants for 12 months after program completion (30/60/90-day, 6-month, and 12-month check-ins) to track employment and retention outcomes

H. Budget and Cost Narrative

Address the following (no page limit specified, but be concise):

- Total amount requested (not to exceed \$55,000)
- Confirmation that the Budget Workbook and Budget Narrative are attached
- Procurement approach for any vendor/subcontractor costs (if any)
- How each cost is necessary to deliver the training and achieve outcomes
- Which costs are directly tied to participant training delivery vs. admin/compliance
- Cost controls and approval processes
- Confirmation that all costs will be incurred within the period of performance and invoiced for reimbursement with documentation



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I. Certifications and Assurances

Include the following certification block, completed and signed, at the end of your narrative. This page is excluded from the 10 page limit.

Authorized Signatory Certification:

I certify that the information in this application is true and correct and that the organization will comply with the requirements of this NOFO and the resulting subgrant agreement.

Name/Title: _____

Signature: _____

Date: _____

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