**Action Requested:** Please submit Scope of Work submissions to Margaret Gilligan at Margaret.Gilligan@mass.gov on or before Wednesday, March 20, 2024

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| MassHire Workforce Area Name: |  |
| MassHire Career Center(s) Name: |  |
| Contact Name and Email Address: |  |
| Apprenticeship capacity building activities to perform by June 30, 2024:  | * Conduct employer outreach and include information regarding Registered Apprenticeship (e.g. digital marketing materials, DAS calendar of virtual employer events, Tax Credit information, etc.); refer employers to DAS Apprenticeship Liaison staff as appropriate
* Host at least one large outreach event to market Registered Apprenticeship to local employers
* Recruit and refer jobseekers for Apprenticeship Opportunities, targeting underemployed and DWs
* Report in MOSES monthly: Employer touches, referrals, and events (in-person or virtual); Jobseekers referred to apprenticeship opportunities
* Provide “close out” narrative to DAS regarding progress including any employer outreach names and event descriptions
* Attend virtual “train the trainer” monthly meetings hosted by DAS
* Provide Supportive Services to jobseekers referred to apprenticeship employment, as necessary
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| Additional activities to perform by June 30, 2024: |  |
| Anticipated outcomes resulting from the use of funds to expand capacity for apprenticeship:  | [Examples: # of participants referred, # of participants placed in apprenticeship, # of businesses outreach, # of businesses referred to DAS for registration] |