**Action Requested:** Please submit Scope of Work submissions to Margaret Gilligan at [Margaret.Gilligan@mass.gov](mailto: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 |
| 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] |