pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF TRAINING & APPRENTICESHIP

Apprenticeship Sponsor Application and Budget Form

Applicants must provide responses in each of the three sections that follow. Instructions are provided within each section. Applicants will be scored as indicated in each section.

Section I –Registered Apprenticeship Program Background (10 points)

Briefly describe the Registered Apprenticeship program to be supported by grant funds to include the number of active students/apprentices and an estimate of the number of new students/apprentices expected to enroll in the program in the 2018 calendar year.

Section II – Description of Capacity Building for RA Sponsors (20 points)

Explain how the funds will build capacity for the apprenticeship partnership to enable employers to become Individual sponsors or for employers to participate in a Group sponsorship. Explain how the sponsor will administer the program and coordinate with the ATO. Describe the process for entering apprentice data into RAPIDS, coordinating RTI, and monitoring the apprentices' progress to ensure success.

Section III – Description of Train-the-Trainer and Mentoring Programs (20 points)

Explain how the RA Partnership will customize curriculum and provide train-the-trainer and mentor programs to deliver RTI and to support apprentices during the OJT component. Describe how the sponsors will administer the OJT component and coordinate mentors with apprentices.

Section II – Description of Classroom Training (10 points)

Describe the related instruction (classroom training) to be provided as part of the Registered Apprenticeship program.

Section III – Project Budget (20 points)

This section will detail the project budget.

Identify the total costs within each cost category to be funded by the grant. Definitions for each cost category are included below the table.

Cost Category	Grant Funds
Admin Salary & Fringe	
Program Salary & Fringe	
Travel	
Equipment	
Supplies	
Supportive Services	
Contractual	
Other	
TOTAL	

Administrative (Admin) Salary & Fringe: The wage and benefit costs of individuals who will carry-out administrative grant activities. This could include salary for individuals completing fiscal reporting requirements including the cost of FICA, Unemployment Compensation, Workers Compensation, health care, retirement and other similar benefits. (The total for Admin Salary and Fringe can be up to 10% of the total award.)

Program Salary & Fringe: The wage and benefit costs of individuals who will carry-out program grant activities. This could include salary for instructors or trainers including the cost of FICA, Unemployment Compensation, Workers Compensation, health care, retirement and other similar benefits.

Travel: The cost of travel required to support the classroom training component of the Registered Apprenticeship program to potentially include vehicle mileage, air fare, hotel accommodations, meals and other incidentals.

Equipment: The cost to purchase equipment to be utilized for the classroom instruction portion of the Registered Apprenticeship program. This may include computers, printers and occupationally-specific machinery and tools.

Supplies: The cost to purchase supplies to be utilized for the classroom instruction portion of the Registered Apprenticeship program. This may include office supplies (pens, paper, ink, etc.) and occupationally-specific supplies (welding materials, work gloves, medical supplies, etc.).

Note: In general, equipment encompasses items that are more durable in nature, whereas supplies are items that are used and replaced regularly.

Supportive Services: This may include work books, scrubs or tools. These are items needed by the student to participate in the Pre-Apprenticeship program or Registered Apprenticeship program.

Contractual: The cost of any sub-recipient agreements in support of the Pre-Apprenticeship program or Registered Apprenticeship program. For example, if the Registered Apprenticeship program proposes to contract with a vendor to develop a new training curriculum, that cost would be categorized under contractual.

Other: Costs that do not fall within the above cost categories.

Note: It is anticipated that proposed costs to be funded utilizing grant funds will generally fall within a defined category.

Provide a detailed description of Admin Salary and Fringe costs by each position to be funded.

Example 1: An Administrative Assistant will spend approximately 80 hours over the course of the grant for reporting purposes. The Administrative Assistant is paid $26/hour. ($26 x 80=$2,080.00) Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $2080.00 x 45% = $936. Total Admin cost is $3,016.00

Example 2: An Administrative Assistant will complete all grant reporting requirements over the course of the grant period. The Administrative Assistant receives a salary of $40,000 per year and we anticipate that 5% of the individual's time will be spent on grant activities: $40,000 x 5% = $2,000. Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $2,000 x 45% = $900. Total Admin cost is = $2,900.

Provide a detailed description of Program Salary and Fringe costs by each position to be funded.

Example 1: An Instructor will spend approximately 80 hours over the course of the grant for classroom training. The Instructor is paid $26/hour. ($26 x 80=$2,080.00) Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $2,080.00 x 45% = $936. Total Program cost is $3,016.00

Example 2: An Instructor will provide training under this grant. The Instructor receives a salary of $40,000 per year and we anticipate that 5% of the individual's time will be spent on grant training activities: $40,000 x 5% = $2,000. Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $2,000 x 45% = $900. Total Program cost is = $2,900.

Provide a detailed description of Travel Costs to be funded.

Example: The training instructor is reimbursed costs to travel to the training facility. Round trip travel is 20 miles. The class is two days a week for 12 weeks (24 days): 24 days x 20 miles = 480 miles x .54/mile (current federal rate) = $259.20

Provide a detailed description of Equipment Costs to be funded.

Example: A CNC vertical milling center will be acquired, installed, and maintained in the training center. Related hands-on assignments and accompanying curriculum units are integral to student skill acquisition, providing a seamless transition from training into the workforce since they are trained on the exact equipment they will use on the job. The cost of the CNC vertical milling center is estimated at $37,000.

Provide a detailed description of Supply Costs to be funded. Example 1: Textbooks - $30 each x 50 apprentices = $1,500 Example 2: Work Gloves - $40/pair x 10 apprentices = $400

Provide a detailed description of Supportive Services Costs to be funded.

Example: Participants utilize two text books as part of the classroom training. The first text book costs $20 x 20 participants = $400. The second text book costs $50 x 20 participants = $1,000.

Provide a detailed description of any Contractual Costs.

Example: The program will contract with XYZ Community College to develop updated curriculum for the classroom instruction portion of the Registered Apprenticeship program at a cost of $8,500.

Provide a detailed description of any Other Costs.