

Frequently Asked Questions from December 17-18 PAsmart Apprenticeship Webinars

- Q: Where do the applications get submitted electronically?
- A: Application submission information is now reflected on Page 20 of the NGA posted at the following link:
<https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Documents/PAsmart%20Apprenticeship/PAsmart-Apprenticeship-NGA.pdf>
- Q: Is that 15 apprentices per each of the 4 employers or 15 total across all employers?
- A: For each of the grant opportunities where there is a reference to a specific number of employers and a specific number of registered apprentices; the deliverable is development of Register Apprenticeship Programs that utilize a group model involving the stated number of employers. The stated number of registered apprentices may come from the total number of employers...so to this specific question; 15 registered apprentices would be the minimum total across all four employers.
- Q: Are the numbers for the numbers entering, numbers served during the grant period, or numbers completing the pre-apprenticeship/apprenticeship programs?
- A: Numbers entering means numbers served and the applicant must demonstrate how they will track and report program data on metrics such as recruitment, participation, completion and program sustainability.
- Q: Will the slides be available after the webinar?
- A: Slides will be posted in the Grants section of the L & I website:
<https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>
- Q: Who received the Ambassador funds last year?
- A: District 1199c, Philadelphia Works on behalf of Apprenticeship Philadelphia, Keystone Development Partnership and Thomas P Miller and Associates. Previous year awardees can be viewed at the following link:
<https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/PAsmartgrants2019.aspx>
- Q: Early Childhood Education (ECE) was a focus area last year. Will ECE applications be considered among those non-traditional apprenticeship programs for this funding opportunity?
- A: ECE Applications will be considered would be most appropriately submitted in response to Grant Opportunity 2 of the NGA

Q: What is the definition of intermediary?

A: An intermediary provides industry and/or occupation-specific expertise to support employers in a particular industry sector, coordinate partner responsibilities, provide program administration to aggregate demand for apprentices, particularly for small and medium-sized employers that may not have the capacity to operate programs on their own, and assist with instruction and supportive services.

Q: How do we submit the application?

A: See Page 20 of the NGA

Q: For the four-employer partners, can they each be offering different Apprenticeships, or do they have to be in the same industry?

A: The employer partners can offer different apprenticeships within the non-traditional areas reflected in the NGA.

Q: What is the grant period?

A: March 1, 2020 through June 30, 2022.

Q: Like last year, do you think you will award grants for less than max of \$250,000, even when the proposed initiative is for \$250,000?

A: The intent for this round of funding is to award grants for the maximum defined in the NGA.

Q: Will proposals written to support ECE workforce be included for review at this time?

A: Yes

Q: Can other industries apply in addition to manufacturing, healthcare, IT?

A: Yes; if the grant application has a direct nexus to serving non-traditional populations and industries.

Q: To whom does the grant application go, and to whom should we have letters of support addressed?

A: Page 20 of the NGA reflects submission instructions; letters of support should be addressed to:

Eric Ramsey
Director of Apprenticeship and Training Office
PA Department of Labor & Industry
651 Boas Street
Harrisburg, PA 17121

- Q: What is a “registered” apprenticeship program?
- A: A registered apprenticeship program is a proven model of apprenticeship that has been validated by the US Department of Labor and the Commonwealth of Pennsylvania’s state apprenticeship agency (SAA.) Components of a registered apprenticeship program include paid employment, work-based learning, classroom learning, mentorship and an industry recognized credential.
- Q: Is it allowable to fund the classroom training for current apprentices in a RA?
- A: No.
- Q: On Page 18 of announcement, grant funding period is listed as March 1, 2019 through June 30, 2022. Should this be March 1, 2020?
- A: Yes
- Q: So, submit by email? I couldn't find instructions in the guidance
- A: See Page 20 of the posted NGA.
- Q: Does the application need a MOU to be completed with the training partner prior to submission or does a letter of support suffice?
- A: A detailed letter of support is enough.
- Q: We have an apprenticeship that is registered by USDOL, but our registration application is in process with PA DLI. Would this program be eligible for this grant?
- A: Yes; assuming it meets the criteria defined in the NGA.
- Q: Can you apply for a both a pre-apprenticeship and registered apprenticeship in one application?
- A: Yes.
- Q: Could a pre-apprenticeship application be submitted separately from an associated RA application? Or should it be one application?
- A: A pre-apprenticeship grant application may be submitted on the same application as an associated registered apprenticeship grant application. Applicants submitting such an application will be expected to clearly delineate the registration status of the respective pre-apprenticeship and associated apprenticeship program and the application design to deliver both pre-apprentices and apprentices from non-traditional populations and non-traditional industries; depending on the Grant Opportunity the application is pursuing. For example, if the applicant pursues Grant Opportunity #2, the grant application must clearly delineate development of both a pre-apprenticeship program and associated registered apprenticeship program that will meet the defined capacity requirements of 30 pre-apprentices and 15 registered apprentices, respectively.

- Q: Are all apprentices required to be non-traditional populations? if so is there a definition for a non-traditional population?
- A: Women, minorities, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated and individuals experiencing multiple barriers to employment.
- Q: Does this grant allow for equipment purchase and what is the limit?
- A: Yes; provided the application can show the equipment purchase is in direct relation to the program training requirements.
- Q: What is the definition of sponsor vs. intermediary?
- A: A sponsor makes significant investments to design and execute apprenticeship programs, provide jobs to apprentices, oversee training development, and provide hands-on learning and technical instruction for apprentices. An intermediary provides industry and/or occupation-specific expertise to support employers in a particular industry sector, coordinate partner responsibilities, provide program administration to aggregate demand for apprentices, particularly for small and medium-sized employers that may not have the capacity to operate programs on their own, and assist with instruction and supportive services.
- Q: Could a pre-apprenticeship application be submitted separately from an associated RA application? Or should it be one application?
- A: A pre-apprenticeship grant application may be submitted separately from an associated registered apprenticeship grant application. The pre-apprenticeship grant application would have to reflect its association with a Registered Apprenticeship program; regardless of whether the RA program is part of another grant application.
- Q: Can we apply for a grant even if our registration as a group sponsor is not finalized yet?
- A: Yes
- Q: I don't think the question was answered, do all apprentices served with grant funds need to be from non-traditional populations?
- A: Yes
- Q: Could this funding be used to maintain current apprenticeship training?
- A: No
- Q: Are the performance numbers that you provided on the slides shown on the NGA?
- A: Yes
- Q: Is this being recorded? Where will it be stored for future reference?
- A: The webinar was recorded and will be posted in the Grants section of the L & I website.

- Q: Will this be sent out after this webinar?
- A: Recording and slides will be posted in the Grants section of the L & I website.
- Q: Are there any specific things that funds cannot go towards?
- A: Page 9 of the NGA highlights eligible and ineligible costs.
- Q: Is it possible to support administering organization's staff salaries with this grant?
- A: Yes; administrative costs are capped at 10% of the award.
- Q: Can you apply for more than one grant?
- A; Yes
- Q: If you already have 20 some apprentices, what amount of growth should an application show would be the outcome?
- A: Existing apprentices do not count towards the requirements defined in the NGA.
- Q; Are the budget and justification included in the 10-page narrative limit? Or should they be included as attachments?
- A: The Budget Form and Budget Justification are separate attachments and do not count toward the 10-page narrative limit.
- Q: Can we submit more than three letters of support as listed in NGA?
- A: Yes
- Q: Is there a retention requirement for apprenticeships?
- A: While there is no retention requirement in the NGA, an apprentice is a paid employee; learning a trade or set of skills from an employer. National statistics indicate retention rates approaching 91%.
- Q: Do you have to have the 15 apprentices before you apply for the grant?
- A: No
- Q; Is there a limit on the budget amount used for equipment as part of Grant Opportunity 2?
- A: No, but the equipment purchase must be in direct relation to the program training requirements.
- Q: If the application was submitted early, would ATO staff let the applicant know how the draft looks?
- A: No

Q: Please clarify if we are required to partner with four employers as part of our RFP submission or is that part of the deliverable if the funds are awarded?

A: It is part of the deliverable; however, not being able to show the connection with the four employers in the narrative and through letters of support may affect the scoring of the project.

Q: I have a question regarding the PAsmart “Growing Registered Apprenticeships and Pre-Apprenticeships” Grant Application. Pages 19 and 20 outline the Application Submission information, and the application components. Some of the information is confusing.

Application Submission Information

Outlines that the application must be no more than 12 pages, 10 pages for the project narrative. It also states that the Budget Documents do not count towards the 12 pages.

Application Components

#3 Project Narrative, seems to say that the Budget Form and Budget Justification (20 points) must be included in the Project Narrative

#5 and #6 also outline the Budget Form and Budget Justification, but as separate from the Project Narrative portion.

My question: Do we need to include the Budget Form in the narrative, as well as providing it in a separate attachment/uploaded document or can we refer in the project narrative to the budget form attached/uploaded separately? I do understand that we need to provide in the Narrative more detail to justify how the budget is constructed

A: The narrative is one document, the Budget Form is another separate document (template has been provided), the Budget Justification is another separate document.

Q: What is the requirement for Letters of Support from a workforce board if we want to expand our program statewide?

A: Letters of Support should reflect stakeholder engagement and support of the initiative detailed in your grant application. Three letters are a minimum requirement. Letters of support should come from boards that are part of your grant initiative.