

Building and Supporting a Certified Teacher Registered Apprenticeship Program in Pennsylvania

Bidder's Conference Q&A – August 15, 2023

Please Note: All questions and answers have been paraphrased.

- **Q: Why is L&I re-posting this grant opportunity? What changes were made to the NGA?**

A: L&I is re-posting this grant opportunity to engage proposals that meet the goals of the NGA in a cost-effective manner. A number of updates were made to the NGA, including re-arranging sections and adding language to provide clarity to the intent of the NGA. More specifically, the following updates were made:

- The grant award was lowered to \$400,000.
- The eligibility criteria was updated to a *Pennsylvania-based entity/individual with extensive knowledge of Pennsylvania's education system, including specific teaching certification and credentialing requirements.*
- The overarching goal of the NGA was clarified and an Appendix was included to provide a resource for understanding the apprenticeship registration process and requirements:
 - PG 5 of the NGA, Outcomes section: *The grantee will develop and present a certified teacher registered apprenticeship template to ATO for approval. The template must align with Pennsylvania's apprenticeship [registration process](#)⁴, encompassing the five core components of a registered apprenticeship: direct business involvement, on-the-job training, related instruction, rewards for skill gains, and completion resulting in teacher certification. Additional resources can be found in the Links & Resources appendix within this document.*
 - PG 6 of the NGA, Eligibility section: *In addition, applicants must have an understanding of the state registered apprenticeship model. ATO resources can be found in the Links & Resources appendix within this document.*
 - Appendix includes links to the following resources: [Building Registered Apprenticeship Programs A Quick-Start Toolkit](#) and [Create an Apprenticeship Program](#).
- Goals/Outcomes and Project Timeline are stand-alone evaluation criteria. This update allows applicants to write a Project Narrative focusing on two criteria as opposed to four, Project Design and Management Plan and Partnership Development.
- A minimum number of letters of support was added; a minimum of 2, but no more than 5, distinct letters of support are required.

- **Q: Can an agency that applied the first time apply again?**

A: Yes, applicants can re-apply if they meet the updated eligibility criteria.

- **Q: Are out of state businesses not incorporated or based in Pennsylvania eligible to apply?**

A: No, they are not eligible to apply; eligible applicants must be a *Pennsylvania-based entity/individual with extensive knowledge of Pennsylvania's education system, including specific teaching certification and credentialing requirements.*

- **Q: My organization is fully remote and part of a larger portfolio of companies based outside of Pennsylvania. However, I would be the partner working on this grant and am Pennsylvania-based. Is this sufficient to fulfill the Pennsylvania requirement?**

A: A remote organization with no base in Pennsylvania does not meet the application eligibility criteria. A partner employed by an organization with no Pennsylvania base would also not meet the application eligibility criteria. However, the partner could partner with a Pennsylvania-based entity or individual. The complete eligibility criteria goes beyond identifying as a *Pennsylvania-based entity/individual*. Please review the NGA for a full understanding of the eligibility criteria listed under the Eligible Applicants section of the NGA on page 5.

- **Q: Can a non-Pennsylvania based entity or individual serve as a subgrantee under the leadership of a Pennsylvania-based applicant?**

A: Yes, an entity/individual outside of Pennsylvania can serve as a sub-grantee under the leadership or direction of the Pennsylvania-based applicant.

- **Q: Would an entity with a Registered Agent in PA be considered eligible?**

A: The entity or individual submitting a grant application must be Pennsylvania-based. If the applicant is not Pennsylvania-based but has a Pennsylvania-based Registered Agent, the applicant is not eligible to apply.

- **Q: Is a college or university eligible to apply to the Building and Supporting a Certified Teacher Registered Apprenticeship Program in Pennsylvania grant opportunity?**

A: Yes, a Pennsylvania-based college or university meets the Pennsylvania-based entity/individual portion of the eligibility criteria to apply to the grant. Eligible applicants should carefully consider the complete eligibility criteria listed under the Eligible Applicants section of the NGA on page 5. Additionally, applicants are encouraged to review the Merit Review Criteria prior to submitting an application.

- **Q: If an applicant receives this grant award, would that same applicant be eligible to submit a proposal for the second round of this grant?**

A: The eligibility criteria for the second round has not been established; L&I is unable to respond to this question at this time.

- **Q: Who should write a letter of support?**

A: Letters of support serve as a reference, as such, letters should speak to prior apprenticeship experience or address the nature of the partnership. The author of the letter may include details of support based upon the partnership or shared experiences and activities. A letter of support may originate from an individual or entity that will serve as a partner in the project or one that has a stake in the project.

- Q: Does every subcontractor on the project have to submit a letter of support?**

A: No, this is not an expectation or requirement. Letters of support serve as a reference, as such, letters should speak to prior apprenticeship experience or address the nature of a current or previous partnership. The author of the letter may include details of support based upon the previous or current partnership or shared experiences and activities. A letter of support may originate from an individual or entity that will serve as a partner in the project or one that has a stake in the project.
- Q: What partnership arrangement would satisfy the PA requirement? Do we need to be the subcontractor?**

A: The Building and Supporting a Certified Teacher Registered Apprenticeship (CTRA) Program application eligibility criteria rests on the entity or individual submitting the application. The CTRA applicant must be a Pennsylvania-based entity or individual with partners or sub-contractors from any state.
- Q: Are partners or sub-contractors paid directly by L&I or by the grantee?**

A: The Pennsylvania-based applicant will be paid via monthly reimbursement of actual costs. The grant applicant serves as the fiscal agent, as such, as noted on page 6 of the NGA under Fiscal Agent, *the fiscal agent will receive, manage, and disburse grant funds*. Also note on the bottom of page 7 of the NGA under Budget and Budget Justification, the following statement: *Grant costs will be paid by reimbursement only of actual costs with supporting documentation by invoicing submitted monthly to BWDA during the grant period*.
- Q: What type of documentation, if any, is required to provide evidence of a partnership?**

A: Documentation of a partnership or sub-contractor is not required. The applicant would introduce the partner or sub-contractor in the Project Narrative per the Partnership Development criteria, and as outlined on page 7 of the NGA. Partners should also be listed in Appendix C: Project Summary Cover Page.
- Q: Is it acceptable to reach out to the Pennsylvania Department of Education (PDE) during the proposal phase to secure them as a partner/advisor or is that not advisable since they collaborated in developing the NGA?**

A: Yes, you may reach out to PDE during the proposal phase to explore the opportunity of a partnership/advisor.
- Q: What role does the Pennsylvania Department of Education (PDE) have in awarding or leading this grant?**

A: PDE does not have a role in awarding or leading this grant opportunity. PDE may serve as a partner or advisor.

- **Q: Page 9 number 4 of the NGA of the NGA speaks to the Project Narrative. Should the Goals/Outcomes and Project Timeline be included in the project narrative as well as the stand-alone documents?**

A: No, the project narrative should speak to Project Design and Management Plan and Partnership Development. Please use Appendix D for Goals and Outcomes and Appendix E for Project Timeline.

- **Q: How do I submit the Budget Justification, included in Appendix F Grant Financial Reporting Package, as a separate PDF document?**

A: The NGA requests that the Budget Justification be submitted as a separate PDF document. To save the Budget Justification as a PDF, select the Budget Justification tab and complete the *save as* a PDF steps, rename the file Budget Justification, then save.

- **Q: Which budget line do I list sub-recipient, sub-grantee, or partner? Do we need a breakdown of the sub-recipient, sub-grantee, or partner salary and fringe benefits?**

A: If a sub-recipient, sub-grantee, or partner will be directly engaged in grant activities not related to the administration duties please include them in B1-Program Staff Salaries. Please refer to page 7 of the Budget Preparation Manual (A1-Administrative Staff & Salaries) and page 10 (B1-Program Staff Salaries) for more details. Yes, include a breakdown of salary and fringe benefits for sub-recipients, sub-grantees, or partners.

- **Q: Please explain Administrative Costs?**

A: Administrative Costs (total of A1, A2, A3) must not exceed 10% of the total funds requested. If a request is submitted for indirect costs beyond 10%, as applicable to the entity or individual, a Federal Negotiated Rate agreement can be submitted for consideration (attach to the Budget Justification). L&I advises a thorough read of the Budget Preparation Manual to develop a cost-conscious budget, as requested in the NGA.