

December 2022 Submission
California Apprenticeship Initiative New and Innovative Grant (CAI N&I)
Frequently-Asked Questions (FAQs)

Application Examples:

1. **How might we see previous successful planning grant applications?**
 - a. We do not have previous successful versions to share.
2. **In previous years, applicants could download a template of the application and then upload it once completed. Is this an option for the current set of grants?**
 - a. This is not an option currently. We will keep this under consideration.
3. **Are there any recommendations you can make regarding best practices (activities and outcomes) that you would like to see in a regional consortium Planning Grant?**
 - a. Each region is unique, and the ultimate goal is to see more registered apprenticeships. Activities that will lead to the development and registration of new and innovative apprenticeship programs that are achievable during the grant period would be the ideal planning grant. Colleges and Local Education Agencies (LEAs) will be ultimately responsible for achieving the registration of at least one registered apprenticeship with a planning grant.
4. **What are some examples of “activities” that would constitute “planning” as part of a planning grant for pre-apprenticeship?**
 - a. Please see the RFA for guidance and the grant objectives identified within the application in NOVA.
5. **Can you have primary and secondary occupations for each grant type?**
 - a. You must select one primary occupation for scoring purposes. The grant may support apprenticeship program development of any number of occupations.
6. **How does a college determine how much to allocate to instructional expenses?**
 - a. The cost of instruction will vary from institution to institution. The costs should factor the hourly rate that includes salary and benefits for the actual instruction.

Grantee Partnerships:

7. **Can LEAs partner with relevant nonprofits on the planning grants? (Understood that the LEA would be the applicant)**
 - a. The LEAs may contract with outside partners to complete grant activities following their institutions subcontracting requirements. All activities are subject to Chancellor’s Office approval through grant work plans.
8. **We are a K12 LEA. How might we partner with an outside nonprofit as a collaborator?**
 - a. LEA’s may subcontract with an outside partner provided they adhere to their institutions subcontracting requirements.
9. **Does the grant require that the Related Supplemental Instruction (RSI) be provided by an LEA? what about RSI provided by a 3rd party such as Tooling U?**
 - a. RSI is allowed to be provided by parties other than LEAs.

10. Is there a scenario where one of the classes could be offered in a California Community College (CCC) and other coursework happening at a California State University (CSU)? I have a CSU campus interested in aligning on a program that has an intro class offered at a CCC.

- a. Yes. The LEAs may contract with outside organizations to complete grant activities following their institutions subcontracting requirements.

Grant Expenditures:

11. Is there a list of allowable expenditures for each of the available grants? Are admin/indirect costs allowed (if so, at what percent)? Are employer incentives allowed? Are any expenses specifically not allowed?

- a. Grant funds are allowed to be expended to support the purposes included in the RFA, to the extent that expenditures are allocable to grant objectives, are necessary, and are not supplanting other funding sources. Grant funds may not be used to pay apprentices or pre-apprentices (wages) while they are receiving related and supplemental instruction, or while they are receiving on-the-job training. Grant funds may not be used as a gift of public funds—for example, non-disposable supplies and materials purchased with grant funds may not be given to apprentices or pre-apprentices. Non-disposable supplies and materials may be issued to apprentices and pre-apprentices for their use during the training program but must be returned to the program.

12. If there will be in kind contributions, can/should those be specified, and a dollar value assigned?

- a. Activities not-at-all funded by grant dollars should not be included in the application. However, activities may be partially funded by grant dollars. In which case, applications should only include the portion of the cost of the activity that will be funded by the grant in the application.

13. For a registered apprenticeship, can the employer hire their own employee (for example a medical assistant) to cover the additional training costs of moving them into a more advanced occupation (e.g. a registered nurse)?

- a. Current employees may participate in apprenticeship programs, and receive training funded by grant dollars, to the extent current employees are eligible to participate in the apprenticeship program.

Eligibility:

14. If a program is in the process of having its standards approved, can it still apply for the implementation grant? What Division of Apprenticeship Standards (DAS) documentation would suffice?

- a. Apply for an implementation grant to support work implementing a program that has had standards submitted to DAS as of July 1, 2023, or soon thereafter. If standards were submitted to DAS as of July 1, 2023, or soon thereafter, but costs are incurred related to program registration after July 1, 2023, you may seek a budget modification to cover those costs; however, implementation grant funds will not be released until registration is confirmed. Do not apply for an implementation grant to support work for a program if you will not have submitted standards to DAS before July 1, 2023, or if most of your work to submit standards will not be completed by July 1, 2023. Please upload a copy of the DAS approved program standards as Supporting Documentation in the application. You may include select pages if the document is large.

15. How many grants can an eligible institution apply for? We have a pre-apprenticeship grant and would like to apply for implementation funding. We also would like to apply for planning support for new apprenticeship and pre-apprenticeship programs.

- a. Entities may apply for any number of grants—multiple implementation, multiple planning, multiple expansion, or any mix—however, an apprenticeship or pre-apprenticeship occupation may only be supported by one CAI grant at a time and may only be included in one CAI application per application window. If a Lead LEA manages/plans to manage multiple occupations and/or programs, the Lead LEA may choose to combine occupations and programs within applications (assuming they are funding the same purpose) or split them between applications.
- b. The purpose of the implementation grants are to start-up a pre-apprenticeship or an apprenticeship program/new occupation within a program. Consequently, pre-apprenticeship and apprenticeship program occupations that have already received a CAI grant in past years to support its start-up may not be included in a December 2022 implementation or planning grant application.

16. Do we qualify as a nonprofit organization?

- a. No, these are prop 98 funds and therefore only a community college or LEA partner for the program is eligible to apply for these funds.

17. Are independent charter schools eligible applicants for a California Apprenticeship Initiative New and Innovative Grant?

- a. The lead LEA partner for the program is required to submit the application. If that is an independent charter school, it should identify the K12 district or County Offices of Education (COE) it generally falls within when opening the application, but use its own contact information as appropriate within the Details, Contacts, and Grant Agreement Information sections/sub section. Please start the application title with the name of the charter school.

18. Are adult schools able to apply?

- a. The lead LEA partner for the program is required to submit the application. If that is an adult school, it should identify the K12 district or the COE it generally falls within when opening the application, but use its own contact information as appropriate within the Details, Contacts, and Grant Agreement Information sections/sub section. Please start the application title with the name of the adult school.

19. If an adult school seeks to develop a pre apprenticeship class that is a pathway to the local college registered apprenticeship program, should we co-apply or complete a planning grant application on our own?

- a. Either option is fine.

20. Do existing US DOL registered programs count for either the implementation grant or expansion grant or only those already DAS approved?

- a. Programs must be DAS registered. A program's status with DOL is not applicable to the CAI funding source.

21. If we are a district with multiple colleges that want to collaborate on an apprenticeship program, does one college have to be the lead? Or do they each have to apply separately?

- a. The lead LEA should apply for the grant and include other entities as partners.

22. My college is not registered with DAS but our third-party intermediary/employer partner is, is my college still eligible to apply for the implementation grant? Or do we have submitted for DAS registration prior to July 1, 2023?

- a. The apprenticeship program must be registered with DAS to receive the implementation grant. It is possible that a new LEA may implement an already registered program. Grant funds will not be released until the LEA is able to demonstrate it is part of the registered program.

23. Is it possible to apply for both a planning grant and implementation grant in order to register an apprenticeship and implement?

- a. A single LEA cannot apply for multiple grants that support the same occupation at the same LEA.

24. Who can apply?

- a. Please see the eligible entities in the RFA.

25. Can we use an expansion grant for an apprenticeship program that received a CAI grant that will end in June 2023?

- a. Yes; however, that previous CAI grant will absolutely not be allowed to be extended.

26. We are a sponsor/employer on a previously awarded CAI pre-apprenticeship grant that includes our IT Helpdesk non-traditional apprenticeship program (with American River College serving as the LEA). We are looking to work with a new LEA to apply for an expansion grant for this apprenticeship program, which has not been funded by CAI in the past. Is this permissible given what we heard on the bidder's conference call yesterday--to be eligible, the apprenticeship program can't be currently funded by CAI or connected to a pre-apprenticeship program that is?

- a. In this circumstance, the new Lead LEA would be eligible to apply for an implementation grant to support the costs of bringing the program to its campus(es).

- 27. Since we are a private post-secondary institution (approved by California Bureau for Private Post-Secondary Education), are we eligible to participate in this program? Or could we partner with a Community College as an education partner?**
- a. Only Community Colleges and K-12 LEA's eligible to receive Prop 98 funds are eligible to apply.
- 28. For planning grant: do all employer partners have to have the same pay structure for MOUs/DAS registration?**
- a. No.
- 29. What would be qualifiers of whether a DAS registered program should be under Program Implementation or Expansion?**
- a. Please see the RFA which describes the purposes that the Implementation grant and Expansion grant are meant to address. Please also review the guidance and objectives included within the apprenticeship implementation and apprenticeship expansion purpose applications in NOVA. Please select the grant purpose that aligns with your stage of program development and the activities you plan to support.
- 30. We are UCR University Extension and have an H1-B Closing the Skills Gap Grant. We are in the final evaluation period to become DAS registered as well. What should we select for "Lead Institution Type" if we are a University Extension?**
- a. Please work with a K12 or Community College District (CCD) LEA to apply for the grant.
- 31. Can pre-apprenticeships apply for an expansion grant?**
- a. No, not at this time.
- 32. Can employment occur out of state, or online/remote? Does the Apprenticeship Program have to be in person, or can it be online/virtual?**
- a. Programs and employer circumstances must meet DAS standards and requirements in order to be eligible to be supported by a CAI grant.
- 33. Can we apply for a CAI N&I planning grant and also receive an ERiCA grant from DAS for the same program? Specifically, we would be applying for Construction.**
- a. CAI funding may not supplant other funding sources. If you receive an ERiCA grant, you will need to demonstrate that CAI funds are supporting separate costs/activities from what is supported by the ERiCA grant.

Outcomes:

- 34. Are we correct in thinking that the Planning Grant must result in a DAS registered program during the one-year term? What happens if we are unable to meet that expected outcome? The process for DAS registration can be lengthy. So, should we assume that the Program Planning grant is for those programs who are further along in the planning process than those whose negotiations with local employers are in infancy?**
- a. We encourage programs apply for planning grants at any stage of apprenticeship planning. The 20% of grant funds withheld will not be awarded unless at least one program is registered. The Chancellor's Office will interact with Grantees that do not achieve required outcomes on a case-by-case basis, if necessary.

- 35. On page 7 of the RFA, under Implementation Grant, it says that at least 80% of participants will complete apprenticeship programs. What about apprenticeship programs that take several years to complete -- for example, registered apprenticeship programs (RAPs) that lead to an AA or BA degree? For example, if the apprenticeship program takes 3+ years to complete the AA and 2000 OJT hours, and the apprentice begins in August 2024 (the second year of the grant period), they would be well into their apprenticeship by June 2026, but they might not have yet completed. Can they not be counted in the Expected Outcomes? Similarly, many RAPs launch cohorts every year. So for a 2-year RAP, the first cohort would begin in August 2023 and complete by May 2025. The second cohort would begin in August 2024 and complete by May 2026. But the third cohort would begin in August 2025 and complete by May 2027. Would the third cohort not be counted in the Expected Outcomes?**
- a. All apprentices who begin the program and achieve registration should be reported as registered. Apprentices do not need to complete the program within the grant term. If an apprentice does not complete the program within the grant term, the apprentice cannot be counted as completing. The Chancellor's Office expects at least an 80% retention rate for apprentices and pre-apprentices that do not complete during the grant term.
- 36. The application appears to be written to specify metrics a college would accomplish. For a regional consortium wanting to apply, would/could those metrics be completely different than those referenced or would the consortium list those outcomes which are called out in the application for its partner colleges that would achieve them as a result of the consortium's services/support?**
- a. The consortium lead applicant is responsible for ensuring it's subgrantees (partner colleges) meet the outcomes stated in the grant application. Those partner colleges may not also apply for planning grants to support the same work. Outcomes may not overlap between a regional consortium grant and a college/district grant.
- 37. If a program finds that they are unable to meet the 80% pre-apprenticeship transition or completion, will the program lose its funding or need to return funding?**
- a. Funding may be withheld if outcomes are not achieved. Grantees who fail to meet the contracted outcomes may be required to return funds. The Chancellor's Office will work with Grantees to ensure that required outcomes are achieved on a case-by-case basis, if needed.
- 38. For a registered apprenticeship, may a current employee be counted towards the required number of registered apprentices?**
- a. Current employees may participate in apprenticeship programs, and be counted towards grant outcomes, provided the current occupation that the employee is in is not the same occupation that the employee is training in during the apprenticeship program. There must be a salary increase to the employee upon completion of the training program to count as an apprenticeship.

CAI Grants and Related and Supplemental Instruction (RSI) Funding:

- 39. Typically, we cannot collect apportionment (including RSI) if we use a grant to cover the instruction in classes because that would be double dipping. If we receive implementation funding but spend it on support services (counselors, transportation) or administrative support, would we be allowed to collect RSI? Since the implementation grant is a 3-year grant, how many years can we not report/collect RSI? What if we decide to report program hours through Full-time Equivalent Students (FTES) on the 320 report instead?**
- Grantees will not be allowed to collect RSI or FTES, for instruction funded by a CAI grant. Once instruction is not funded by a CAI grant, the Grantee may begin to collect RSI or FTES, as appropriate, to cover the costs of instruction.

Labor Market Data:

- 40. Can programs use other Labor Market Information (LMI) sources besides the Centers of Excellence for Labor Market Research (COE LMR) to complete the application?**
- No. It is important that all application use the same data source so that scoring is standard and fair.
- 41. What if there are not any COE LMR reports, or no recent ones, or ones for all occupations the apprenticeship/pre-apprenticeship will cover? I have a 2019 report for one of the occupations- will this suffice?**
- You can find the Centers of Excellence for Labor Market Research *Occupations Projections Demand Tool* at the bottom of this web page: <https://coecc.net/our-resources/>. Please only include data for the program's primary occupation. If the specific occupation is not included in the tool, please provide data for the most relevant occupation. If there is not a relevant occupation, you may request a report from the COE LMR by connecting with your Regional Consortium Chair for assistance in making the request to the local Center of Excellence.
- 42. Under Obj., Act., People, Cost, it states: Please identify activities with a level of detail as follows: 1. Request LMI data from COE; 2. Analyze COE data; 3. Determine criteria to use to select occupations. Question: Above it states that we are to request LMI data from the COE. Are the Centers of Excellence expected to honor all requests for this information (considering they may have a lot of requests and there is a short turnaround time)? If they are unable to provide the data needed, can you use other sources for LMI data such as JobsEQ, Bureau of Labor Statistics data, etc?**
- That sentence was an example activity. It is not intended to be included in any application. It was meant to demonstrate the level of detail appropriate to include for an activity. Please see answer 41 above for further detail.
- 43. If we see that the LMI data is not telling the whole story for an occupation in a specific geographic area. for example, we know some specific demand that LMI is not capturing, can or should we elaborate after citing the LMI data?**
- The LMI data will be used for grant scoring purposes.

Future Funding:

- 44. If you miss the Dec. 16, 2022 deadline, when will you be able to apply again?**
- A second application round is dependent on the availability of grant funds and currently TBD. If another round opens, information will be posted in a WEDD Memo once determined.
- 45. If we move through the 3 types of grants (planning, implementation, expansion), are there funds available after that to sustain the program?**
- Education Code establishes that CAI funds are meant to create new apprenticeship opportunities. There are other funding sources, such as: RSI reimbursement, FTES, and DAS funding that may support programs after the use of CAI funds.
- 46. If an LEA receives a planning grant, will there be an opportunity to apply for an implementation grant for that occupation in future years?**
- CAI grant funding is dependent on Budget Act allocation, but will likely be available in future years.

NOVA Application Mechanics:

- 47. If the funding period begins on 7-1-23, why does NOVA have a 22-23 tab? Would we complete that tab with zeros? or leave it blank?**
- The FY2022-23 budget option only exists because the application was created during FY 2022-23. Please leave it blank if allowed, enter 0s/NA's if the fields are mandatory. Activities must be budgeted to start July 1, 2023 or later.
- 48. For the Apprenticeship Implementation funding, is the application designed so that multiple DAS-approved programs (across multiple industry sectors) can be submitted in one application? For example, if we have separate DAS-approved non-related programs in Education, Information Computer Technologies, and Engineering, can we put all three in one application? OR is the intention that each application is for one DAS-approved program? So, we would have one application for each of the sectors previously mentioned. Please advise.**
- Either option is fine. Please see answer 15 above for further detail.
- 49. Regional Occupational Programs (ROPs) are not listed as a lead institution type in NOVA, so I am stuck regarding how to create an application.**
- The lead LEA partner for the program is required to submit the application. If that is an ROP, it should identify the K12 district or COE it generally falls within when opening the application, but use its own contact information as appropriate within the Details, Contacts, and Grant Agreement Information sections/sub section. Please start the application title with the name of the ROP.
- 50. What if a college within a CCD wants to be the lead? Can they apply as the lead institution or does the application have to come from their CCD?**
- The grant agreement will be between the CO and the district. So, we have focused on the district information in the application. However, if a specific college within a community college district serves as the lead LEA, please start the application title with the name of the college and use the college contacts within the application.

Application Scoring:

- 51. Are planning grants competing against other planning grants? or against all other occupations?**
- Applications for all grant purposes will equally compete for funding.
- 52. Given that the application requires a single primary occupation, does that mean that planning grants for PRE-apprenticeships should only identify ONE apprenticeship that it leads to? Would a planning grant for pre-apprenticeship be more competitive / positively considered if it leads to more than one apprenticeship?**
- Planning grants may support any number of programs/occupations. One primary occupation is to be selected to use for scoring purposes. Please review the RFA and bidder's conference webinar video to understand the competitive metrics.

New Program VS New Occupation

- 53. What is the difference between a new program and a new occupation?**
- An apprenticeship program may serve multiple occupations. A new program would involve creating a new JATC or similar committee, a new occupation would be registered under an already existing DAS registered program. Implementation grant are meant to address both new programs and new occupations within programs.
- 54. For the planning grant, does the apprenticeship program need to register with DAS PRIOR to the application deadline?**
- DAS registration is the expected outcome of a planning grant. The final 20% of grant funds will not be awarded until a program is registered. If registration is not achieved within the grant term, the Chancellor's Office will work with Grantees on a case-by-case basis.

Pre-Apprenticeship and Apprenticeship Program DAS Registration Requirements

- 55. What are the requirements to register a PRE-apprenticeship with DAS? I see this link (<https://www.dir.ca.gov/das/preapprenticeship.htm>), but it does not specify what is required to register a PRE-apprenticeship with DAS.**
- Please reach out to a DAS consultant for guidance.

Bidder's Conference Link

- 56. How do I access a recording of the November 3rd Bidders Conference?**
- https://cccconfer.zoom.us/rec/play/5NKCKr30Fq_WhRldQCikXrJVLGkqiSRAS5PJZLICaY6IQciU28506w371NM2JvW8qi4O_RxnDW0UZUH.J8OtBzTuiZmEDNTa?startTime=1667509275000

Employment Training Panel (ETP) Wage Scale

- 57. Please advise how to access and which year wage scale should we be using from ETP.**
- https://etp.ca.gov/wp-content/uploads/sites/70/2022/10/ETP_2023-Wage-Table.pdf?emrc=c029b2