

# California Apprenticeship Initiative Bidders' Conference 2023 Frequently Asked Questions

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# CAI Bidders' Conference 2023 Frequently Asked Questions

## Apprenticeship Application Questions

### ❖ General Award Information Questions

1. We have 4 programs that are interested in the funding. Would four applications from the same LEA be a detriment to all of them or is there an opportunity for all 4 to be funded?

**ANS:** An applicant may submit as many applications as desired.

Implementation and Expansion grants must be based around unique Apprenticeship Programs. The Chancellor's Office will evaluate whether there is significant overlap between multiple Planning Grant applications received from the same College/LEA/Region and may deny applications if the Chancellor's Office determines there is significant overlap.

### ❖ Eligibility

1. After reading the requirements for eligible applicants it doesn't appear the actual Apprenticeship Programs that aren't a Community Colleges are eligible.... which is so disheartening it brings tears to my eyes as Apprenticeship like ours are the ones actually places apprentice's with permanent employment and we desperately need grant assistance from the State but we were always seemingly left out of the eligibility requirements. Am I possibly reading this wrong? Can a non CC based Apprenticeship apply?

**ANS:** All DAS Registered Apprenticeships require an LEA partner, the partner must apply for CAI Grant awards. Partners may be any LEA type identified within the Request for Application (RFA) document.

2. If there are multiple CCs interested in pursuing similar programs via Planning or Implementation grants, can they work collaboratively in a regional consortium to work with employers, LEAs, universities, and other stakeholders?
  - a. if so, how would this be communicated in the application?
  - b. And could grant funds be used to coordinate regional meetings (hire a regional coordinator, pay for food at meetings, etc).
  - c. Note: In the above scenario, I am thinking specifically about PK-12 TEACHER EDUCATION apprenticeships.

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**ANS:** For the Chancellor's Office purposes, the Lead LEA is the College/LEA that will manage the grant award and that will implement the apprenticeship program on its campus. Generally, if a College/LEA is partnering with an existing Program Sponsor to expand an existing Apprenticeship Program to its campus as a new academic program for the campus, the College/LEA should apply for an implementation grant. If an Apprenticeship Program will split instruction between multiple Colleges/LEAs (a College and a UHSD for example) to serve the same cohort, one of the College/LEA partners will need to identify as the Lead LEA and contract out awards to other educational partners. Only one application should be submitted if LEAs are working cooperatively to serve the same cohort.

3. Our apprenticeship program was registered with DAS in June 2020 but revised after January 2022. Do we qualify for an implementation grant?

**ANS:** Without further context, I would say no, but you may be eligible for an expansion grant.

4. Can we use a DAS registration number from a partnered entity to apply or does the lead LEA have to have its own DAS registered apprenticeship program?

**ANS:** For the Chancellor's Office purposes, the Lead LEA is the College/LEA that will manage the grant award and that will implement the apprenticeship program on its campus. Generally, if a College/LEA is partnering with an existing Program Sponsor to expand an existing Apprenticeship Program to its campus as a new academic program for the campus, the College/LEA should apply for an implementation grant. If an Apprenticeship Program will split instruction between multiple Colleges/LEAs (a College and a UHSD for example) to serve the same cohort, one of the College/LEA partners will need to identify as the Lead LEA and contract out awards to other educational partners. Only one application should be submitted if LEAs are working cooperatively to serve the same cohort.

5. Given the nine-month period between RFA release and the grant commencement date of July 2024, may programs that are currently pending DAS approval apply for an implementation grant?

**ANS:** The program should be registered before July 1, 2024, but we can be flexible. No grant payments will be made until the program is registered and grant timelines will not be extended to accommodate late

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registrations. We are not able to extend grant agreement periods beyond what is approved by our Board of Governors.

6. May colleges reapply for planning grants if they previously received an award under an older (2020/21) RFA structure and are still working towards full implementation?

**ANS:** You may. It must be disclosed in the application summary. If it is not disclosed, the application will be denied. Depending on availability of funds, the Chancellor's Office may deprioritize such applications.

7. Would emergency medical occupations for non-firefighting entities fall under healthcare (i.e. ambulance services)? Or would those occupations be excluded in terms of eligibility?

**ANS:** EMT apprenticeship programs will be considered Traditional RAs and are consequently ineligible.

8. As an apprenticeship in the building trades sector, am I eligible to apply?

**ANS:** Not if the occupation is within the Traditional category. An apprenticeship program supporting a new and innovative occupation, such as an accounting occupation, that is housed within a construction company would be eligible.

9. We are a Union, Building Trades Apprenticeship. Does our affiliation with Rancho Santiago Community College District make us eligible for the GRANT?

**ANS:** The grants must support New & Innovative apprenticeship programs.

### ❖ Application Criteria

1. Regarding the application scoring, please clarify how an applicant would receive the 75 points for RFA Requirements. Specifically, how would you determine that an applicant satisfies all required eligible application content, "including thorough descriptions of work plan activities and deliverables and thorough descriptions of expenditure details"? What does "thorough" entail?

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**ANS:** Applicants must meet all eligibility requirements, must answer all questions, and must submit all required supporting documentation. The Chancellor's Office must understand how grant funds will be spent to the degree of specificity offered as example in the NOVA application. If the Chancellor's Office cannot reasonably determine what activities will be completed with grant funds, the application will be denied. The Chancellor's Office is reasonable in this evaluation. To date, only 3 of >120 applications have been denied due to lack of detail.

2. What ranking will you use to determine awarding the additional points based on the labor market demand in our region for the program occupation? The demand tool shows 2018 Jobs, 2018-2028 Total Job Openings, Annual Job Openings and Average Annual Earnings — how will these be used to delegate up to 15 points per applicant (for implementation)?

**ANS:** The highest demand submitted (per grant purpose) according to Annual Job Openings will receive all 15 points, and all other applicants will receive a proportion of 15 points equal to their demand divided by that highest demand, rounded to the nearest whole number. For Example, if the highest demand is 150 jobs annually and your application identifies 130 jobs annually, you would receive 13 points.

### ❖ Other

1. The program implementation category explains that programs registered earlier than January 01, 2022, would not be eligible. Would this exclude an LEA implementing program standards that are new to their jurisdiction, as well? For example, a program sponsor needs to submit Program Standards revisions to implement a program in a new county and would do so if an LEA led an implementation project, but DAS would still organize that program under the existing DAS file registration. Multi-regional implementation generally supports sustainability for new and innovative programs and while it may not require a new DAS file registration, implementing a new program in a new area with a new LEA certainly requires start-up activities. It seems that the foot-noted definition of an apprenticeship program on page 5 of the RFA would imply that a new apprenticeship program is being implemented if a new LEA and new set of employer(s) were implementing the apprenticeship program - regardless of the program sponsor having been registered. Would this be correct?

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**ANS:** Generally, correct. For an existing Apprenticeship Program being implemented as a new academic program on a campus and serving independent cohorts of students applying for an implementation grant, the program should be starting its first cohort after January 1, 2024.

2. (2a) How can a pair or small regional group of community colleges best communicate their intent to work together (via independently applied for planning grants) with mutual employers and university partners?  
(2b) Who would register the apprenticeships if a group of community colleges partner? A single mutual employer? What if that employer cannot fund salaries for every student.... Could a few employers register as a pair?

**ANS:** For the Chancellor's Office purposes, the Lead LEA is the College/LEA that will manage the grant award and that will implement the apprenticeship program on its campus. Generally, if a College/LEA is partnering with an existing Program Sponsor to expand an existing Apprenticeship Program to its campus as a new academic program for the campus, the College/LEA should apply for an implementation grant. If an Apprenticeship Program will split instruction between multiple Colleges/LEAs (a College and a UHSD for example) to serve the same cohort, one of the College/LEA partners will need to identify as the Lead LEA and contract out awards to other educational partners. Only one application should be submitted if LEAs are working cooperatively to serve the same cohort.

3. Can the grant off-set the cost of the apprentices to employers (i.e. RSI or OJT)?

**ANS:** Grants may be used to support the objectives and outcomes outlined in the RFA and NOVA application. All submitted grant expenditures will be reviewed to ensure they are in alignment with the grant objectives and outcomes. The Chancellor's Office will require applicants/grantees to remove/replace expenditures submitted that are determined to not be in support of grant objectives and outcomes. Grant funds may not be used to pay for apprentice wages, or to offset normal costs of production for business partners.

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### Pre-Apprenticeship Application Questions

#### ❖ **Eligibility**

1. The recently posted RFA explains the goal of the CAI program is to create new apprenticeship opportunities in priority and emerging sectors in which apprenticeship training is not fully established, meaning new programs in sectors other than the building and fire trades. Is this also meant to exclude applications for creating pre-apprenticeship programs in building and fire trades?"

**ANS:** Yes, pre-apprenticeship programs must be connected to New and Innovative RAs.

#### ❖ **Application Submission**

1. We are set up for our first cohort SU 2024. If we apply for the \$100,000 Planning Grant for this application cycle, can we also apply for the Implementation Grant in this cycle as well? Or will we have to apply for one or the other? We may need to identify funding in the \$1.5 Implementation Grant to be utilized for promotion and other planning activities that are still needed. Please advise.

**ANS:** No, an applicant College/LEA may not submit applications for different grant purposes supporting the same Apprenticeship Program. Those activities should fit as needed within the implementation grant objectives.

### **Both**

#### ❖ **General Award Information Questions:**

1. Is the Los Angeles County Electrical Educational and Training Trust Fund, doing business as the Electrical Training Institute and in partnership with the Los Angeles County Office of Education (LACOE), eligible to apply directly for the California Apprenticeship Initiative (CAI) Grant Programs, or is the application process strictly restricted for LEAs?

**ANS:** The Lead LEA must submit the application. An apprenticeship program supporting a new and innovative occupation, such as an accounting occupation, that is housed within a construction company would be eligible.

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2. If we are not able to apply on our own and since we are an institute recognized by DAS and dependent on LACOE for grant funding, how can we make sure that our partnership with LACOE is represented in the CAI Grant application process?

**ANS:** The Lead LEA must submit the application and has discretion to identify its partners.

3. I saw that 5:00 PM today 11/3/2023 is the deadline to ask questions. Is that firm, or could I ask more questions at this link if they come up?

**ANS:** Questions may be submitted until December 7. Questions after today will be addressed through an FAQ document.

4. Does the CAI N&I Grant Programs mandate separate applications for the expansion of existing apprenticeship programs and for lab/equipment upgrades, or can these initiatives be consolidated into a single application?

**ANS:** Please submit one application per apprenticeship program at your college/LEA.

5. Can CAI grant funds be used to add incentives such as gas cards, stipends, tools, and boot-vouchers, etc. to our pre-apprenticeship programs to help with equity and increase the number of pre-apprentices?

**ANS:** Grant funds may not be used to provide non-disposable goods to apprentices. Grant funds may not be used to pay student stipends. Grant funds may be used to provide student support services; however, records must be kept ensuring that funds are only used to support students directly related to their apprenticeship program.

6. Are expansions of existing apprenticeship programs given the same level of consideration as new program applications, in particular, when the expansions introduce innovative training methods?

**ANS:** Except as prioritization is noted in the RFA, all applications will be evaluated and ranked together.

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7. Will articulated credit for the class count as “credit” towards a degree program?

**ANS:** To earn the additional 5 points for supporting a program connected to a certificate, or associates, or bachelor's degree, the certificate or degree must directly align with the apprenticeship program.

8. Can grant money be used for paying CNA students during their clinical portion? 100 hours are part of the class.

**ANS:** No. Grant funds may not be used to pay apprentice wages.

9. Can grant money be used to pay for fees, books, other materials? Testing fees?

**ANS:** Yes, as indicated in the guidance within the NOVA application.

### ❖ Eligibility

1. Our agency is a community based agency who has been approved by DOL to implemented an Apprenticeship but it seems that our agency. How agencies like ours can qualify for this kind of grants? Specially that our programs brings innovative ways to implement

**ANS:** No. LEA partners must apply for CAI Grant awards. Partners may be any LEA type identified within the Request for Application (RFA) document.

2. How do you define ROCPs?

**ANS:** An ROCP would be one of California's 74 “Regional Occupational Centers and Programs” overseen by CDE.

3. If we are not an official ROCP, but we are funded by the Office of Economic and Workforce Development to run regional occupation centers and programs on behalf of a county, are we still eligible to apply?

**ANS:** LEA partners must apply for CAI Grant awards. Partners may be any LEA type identified within the Request for Application (RFA) document.

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4. If we are not eligible to apply because we are not officially listed as an ROCP, but are funded by EDD and OEWD to run regional occupation centers and programs, how do you suggest we get connected with local entities to become eligible for subsequent application periods?

**ANS:** Unfortunately, we are not able to advise how to become an ROCP overseen by CDE.

5. Would a College/LEA that is added onto an existing registered apprenticeship program standard be considered a Lead LEA for the purpose of an implementation grant.

**ANS:** For the Chancellor's Office purposes, the Lead LEA is the College/LEA that will manage the grant award and that will implement the apprenticeship program on its campus. Generally, if a College/LEA is partnering with an existing Program Sponsor to expand an existing Apprenticeship Program to its campus as a new academic program for the campus, the College/LEA should apply for an implementation grant. If an Apprenticeship Program will split instruction between multiple Colleges/LEAs (a College and a UHSD for example) to serve the same cohort, one of the College/LEA partners will need to identify as the Lead LEA and contract out awards to other educational partners. Only one application should be submitted if LEAs are working cooperatively to serve the same cohort.

6. The recently posted RFA uses the term "lead LEA" in the eligibility section under implementation and expansion. Does the CCCCO have a specific definition for what "lead LEA" refers to? Just for context of the question, as a program sponsor, we use multiple LEAs and different community colleges serve as leads in program development within their jurisdiction. The registration status of the apprenticeship programs with DAS may be statewide, but we require different leads throughout the state. If a sponsor identified an LEA as a "lead" would that make the LEA eligible for this RFA?

**ANS:** For the Chancellor's Office purposes, the Lead LEA is the College/LEA that will manage the grant award and that will implement the apprenticeship program on its campus. Generally, if a College/LEA is partnering with an existing Program Sponsor to expand an existing Apprenticeship Program to its campus as a new academic program for the campus, the College/LEA should apply for an implementation grant. If an Apprenticeship Program will split instruction between multiple Colleges/LEAs (a College and a UHSD for example) to serve the same cohort, one of the College/LEA

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partners will need to identify as the Lead LEA and contract out awards to other educational partners. Only one application should be submitted if LEAs are working cooperatively to serve the same cohort.

### ❖ Application Criteria

1. On page 12 under #2c, the RFA says we can get up to 10 points for “cost of your work plan compared to the number of apprentices or pre-apprentices you will register.” What does that mean? Will we get 10 additional points if we budget less than \$15,000 per registered apprentice, or less than \$2,500 per registered pre-apprentice?

**ANS:** Once we see the range of amounts requested per/apprentice, we will establish a scale similar to: award 1 point for every \$100 less than \$2,500 per apprentice.

2. On page 11 under Application Criteria, please explain how the extra points work. If an applicant earns 10 starting points and a perfect score through the rest of the application, would their score be 110 points?

**ANS:** Grants can only receive up to a perfect score. The starting points will be added to the points earned based on RFA requirements, LMI, and cost up to a total score of 100 points.

3. For implementation grants, can an entity apply for a receive a DAS apprenticeship during the first six months of the three-year grant period, as it was in the past? Or does an apprenticeship have to be fully approved by January 15 application deadline? DAS works on its own timeline so it's not possible to know when a DAS application will be approved. Thank you, we have several public transit employers who want to apply with their local community colleges throughout the state.

**ANS:** The program should be registered before July 1, 2024, but we can be flexible. No grant payments will be made until the program is registered and grant timelines will not be extended to accommodate late registrations. We are not able to extend grant agreement periods beyond what is approved by our Board of Governors.

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### ❖ Outcomes and Expected Outcomes

1. Page 7 says an expected outcome of the Implementation Grant is at least one registered apprentice for every \$15,000 awarded or one pre-apprentice for every \$2,500 awarded. Should we create our budget by estimating the number of apprentices or pre-apprentices we expect to register? For example, 50 registered apprentices would equal a budget of \$750,000?

**ANS:** Yes.

### New Questions

1. Questions for Implementation Grant:
  - a. Under the application section titled "Dec 23 Apprentice Implementation P1", "2.9 Please identify the employers that will be hiring apprentices, and how many apprentices each will hire"
    - i. Question: Does this number need to add up to our number of apprentices we want to enroll (in our case 100)? Or does this number only need to show commitments we've received from employers so far?
  - b. While we fully expect to have at least 100 apprentices enrolled and in process by the end of the 3 year grant term, what if, for some reason we are off target?
    - i. Would funding be withheld?
    - ii. What metric will be used to determine how much funding would be withheld from the Grantee?

**ANS:** Applications do not need to add up to the total number of apprentices expected to be served. Serving one apprentice/pre-apprentice per dollar amount indicated in the RFA are the expected outcomes.

2. Is it possible to apply for one year planning grant and then 2 year grant for implementation?

**ANS:** Not for the same Apprenticeship Program serving the same cohort of students.

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3. For labor market data, do you require data from the Center of Excellence or can I use other labor market reports such as lightcast?

**ANS:** The RFA and application are clear that only a single source of LMI is allowed.

4. We are interested in applying for multiple fields/industries such as Cannabis, AR/VR, Digital Marketing, Cyber Security and Entrepreneurship. Should we have a separate application for each or combine into one proposal?

**ANS:** One application per Apprenticeship Program.

5. Is there any allowable indirect or administrative costs allowed by this grant?

**ANS:** Yes, to the extent such costs support work plan objectives and activities.

6. Are we allowed to submit separate applications for planning and implementation? Or if we submit more than one application, must they only fall under one of the purposes?

**ANS:** Programs would not be eligible for both a planning and implementation grant in the same cycle.

7. Is the strategy plan (3) years in, (2) years out or (5) years after the implementation period if finished?

**ANS:** 5 years after.

8. what if we are a sub awardee of an HRTP grant, does that count for priority? what if the wage for our sector is below the living wage for our area? can we use funding to support supervisors at placement sites?

**ANS:** Only the grantee would be eligible. No.

9. I know that grant funds cannot be used for apprentice wages, but can we leverage funds for apprentice stipends to support unmet financial needs?

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**ANS:** Grant funds may not be used to provide non-disposable goods to apprentices. Grant funds may not be used to pay student stipends. Grant funds may be used to provide student support services; however, records must be kept ensuring that funds are only used to support students directly related to their apprenticeship program.

10. Can you please confirm if tuition and fees or only tuition can be funded using the CAI grant? Also, my understanding is that if the CAI grant is funding tuition, a college can't collect FTES and/or RSI correct?

**ANS:** CAI funds may be used to cover up to the full cost of related and supplemental instruction. If FTES or RSI is collected against hours of related and supplemental instruction funded by CAI, that second funding source then must be used to support the cost of any further related and supplemental instruction provided, until the second source is depleted, at which point further CAI funds may be used to fund the costs of additional related and supplemental instruction provided. Records must be kept.

11. I am working with a program awarded an Implementation Grant (FY 22-23) for an Associate Teacher occupation. They are now looking to establish a program for ECE Teachers (culminating in an AA) and would like to seek funding to support this program.

- Can the program apply for CAI?
- Can they apply for a new implementation grant since the occupation is different?
- OR would this be considered an expansion grant?
- OR since we have standards in place, but the program is in the planning phase, should they apply for a Planning grant

**ANS:** This would be a request to support the implementation of a new program.

13. if I am applying for a CAI grant but do not yet have a DAS-registered apprenticeship, am I only eligible to apply for a planning grant? Or can I apply for implementation if the DAS registration comes after the application deadline?

**ANS:** Eligible for Planning Grant.

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14. The East Los Angeles College was awarded a CAI grant (19-191), Program Planning Grant. The name of the Apprenticeship Program is ELAC Medical Assistant Registered Apprenticeship Program. At that time, the California Community College System did not have 3-tier funding resources. This grant ends on December 31, 2023. Is the college eligible to apply for the next tier, which is the Program Implementation Grant?

**ANS:** The program may be eligible for an expansion grant.

15. I am interested in FOUR discipline areas, can I submit ONE grant since it is a planning grant or do I need to submit four applications, one for each discipline?

**ANS:** You can apply for a single Planning Grant.

16. Implementation grants are paid via a 20% advance and quarterly reimbursements based on outcomes and actual costs (page 5). However, reporting is biannual (page 15). Will quarterly reports still be available in NOVA? If not, will there be a mechanism for awardees to bill quarterly if the NOVA reports are only due every 6 months?

**ANS:** Unfortunately, billing will only be twice annually.