Frequently Asked Questions (FAQs) for the
California Apprenticeship Initiative New & Innovative Grant

Q.   **Are you expecting an "annual" work plan or a "project" work plan since the grant period runs up to two years?**

A.   *We expect the budget to reflect your best estimate of where funds will be expended over the course of the grant. The work plan should also reflect two years of work but both work plan and budget can be adjusted during the course of the grant with approval from the grant monitor.*

Q.   **ICT is considered a new apprenticeship, so what assistance or direction will be given for this area?**

A.   *The Chancellor's Office has multiple methods of supporting the creation of a new apprenticeship program in ICT or other industry areas. Our Sector Navigators (SN), Deputy Sector Navigators (DSN), Technical Assistance Providers (TAPs), the grant monitor and other staff in multiple divisions will be able to provide assistance and direction for all interested stakeholders.*

Q.   **Could we invite international citizens to participate in the apprenticeship program? They would of course need to have work visas.**

A.   *The underlying goal of the grant is to provide career training opportunities for California residents.*

Q.   **Who can I speak to regarding the Division of Apprenticeship Standards (DAS) approval process and its requirements for an Applications & Infrastructure Security Program? (Or any other program)**

A.   *Contact the DAS office near you for any questions regarding their approval process.*
DAS contact web page: www.dir.ca.gov/das

Q.   **Do you have guidelines regarding the employer match, especially as it relates to cooperative education internships?**

A.   *The employer match can be in the form of cash, in kind contributions, equipment, or other methods that demonstrate a real "buy in" on the part of the employer, to contribute to the success of the grant. Please be specific in your application as to the types of employer contributions, if possible.*

Q.   **Can I obtain more specific information on how the employer incentive allowable expenditure may be used as it relates to work experience required by the program?**
And

Q.   **Do you have any recommendations on employer incentive models?**

A.   *The employer incentive may be in the form of (but not limited to): wage offsets for apprentices or their mentors during the On The Job (OJT) portion of the training; insurance coverage, stipends*

for incumbent workers to act as instructors, or other similar expenditures that lead to successful completion of an apprenticeship. Applicants should describe potential uses for this funding in their narrative and the Chancellor's Office reserves the right to deny some uses of the incentive funds.

Q. **Work experience is required for the program (certificate of achievement and associate degree) and if the student is placed in an internship via incentive, must this particular employer agree up front to hire the intern (apprentice) permanently?**

A. *We are not requiring work experience (other than the OJT required by DAS) as a condition of this program but your local college may require that for a certificate or Associate degree program. The employer need not guarantee a permanent job but should understand that an apprenticeship consists of classroom as well as paid OJT training as a prelude to a job. If the apprentice completes the program successfully, employment should follow but is not guaranteed.*

Q. **Is it the intent of the grant for the internship (apprenticeship) to leverage work experience so students, upon program completion, would have the technical skill sets and work experience to obtain permanent employment, i.e. apprentice to journeyman?**

A. *Yes. The underlying principle of an apprenticeship is to combine classroom and OJT/Work Experience to provide a more complete training program that leads to a career.*

Q. **Does this grant include existing programs like the Plumbers etc.? Or is it only for apprenticeship programs created within the time period?**

A. *Existing programs are not excluded but they need to create a new apprenticeship, with a newly approved DAS number. Contact the Chancellor's Office and DAS for more discussion.*

Q. **Would an "allowable expenditure" include reasonable fees charged by recruiters for job placements or other similar entities relative to apprentice placement?**

A. *The apprenticeship program should include employers as active partners so that recruiters are not the primary job placement entity. Most apprenticeship committees also act (through the project manager/director or hiring system) as a placement agency. That being said, if an applicant wishes to include fees for job placement or recruiters, they should include that in the application with an explanation of why this is the best approach for the apprentice.*

Q. **Is there anything that specifies what kind of entities are eligible partners for the CAI grant opportunity? Do they need to be NFP; do they need to be CA-based, etc.?**

A. *Partners should be a legitimate entity. They do not need to be California based (in a corporate sense) but the focus of the grant is to provide training and employment opportunities for California residents.*

Q.   **A fiscal agent must submit a cover letter of intent and it specifies a CEO, Superintendent or President of a "community college district" must sign. Does this mean we would need the head of a Community College District to sign a letter should we decide to apply?**

A.   *For Community College applicants, the District level administrator or designee should sign the application. Contact apprenticeship@cccco.edu for more clarification if needed.*

Q.   **The RFA says the limits on the fiscal agents are a function of the funding source (Prop 98). Are there any other strings attached to the funding?**

A.   *Please refer to Appendix D, "Guidelines, Definitions and Allowable Expenditures" and send questions to apprenticeship@cccco.edu if additional clarification is needed.*

Q.   **If we have already received an Accelerator Grant from the CA WIB and EDD can we apply for this grant in order to expand upon the work that grant has helped us "accelerate"?**

A.   *Yes but explain how this funding will support and expand existing efforts. DAS approval for the existing program should not have occurred prior to January 1, 2015.*

Q.   **Can the 20% of the award that is available to use for incentivizing employers be used to provide wage increases (or offsets) for apprentices as they hit training benchmarks?**

A.   *Yes, as long as the employer understands that the wage offsets/support will not continue after the apprentice completes the program, at least through this grant opportunity.*

Q.   **Can the Employer of Record be a public entity? Is there flexibility for an entity to act as employer of record for purposes of the apprenticeship for home based workers?**

A.   *Yes, the Employer of Record may be a public entity but please describe in detail how employment during and after the apprenticeship will be handled. Send questions to apprenticeship@cccco.edu if additional clarification is needed*

Q.   **Does the project director need to be employed by the fiscal agent?**

A.   *No but the fiscal agent is the grantee of record and will be responsible for the project director and the success of the project.*

Q.   **What does it mean to be a "fiscal agent" – does the money flow to the fiscal agent who then distributes it to other partners in the project? Does the fiscal agent do all the tracking for the project? What are the fiscal agent's duties and responsibilities?**

A.   *The fiscal agent receives the funding from the Chancellor's Office and distributes as per the Budget and Work plan. The fiscal agent may contract certain responsibilities and service out to other entities through sub-contracts but it is ultimately responsible for the success of the grant. All anticipated sub-contracts should be included in the "Response to Need" and Work plan.*

Q. **Can one project apply for multiple CAI RFA opportunities?**

A. *Yes. But consider the possibility of one grant with multiple apprenticeships to simplify the process.*

Q. **Would "allowable expenses" include the exam costs associated with recognized industry certifications that serve to demonstrate skill acquisition and in some instances are required for specific employment (e.g. Department of Defense Directive 8570.1, relating to required certifications relating to IT security)?**

A. *Yes, especially if passing that certification was part of the standards developed for the program through the DAS approval process. Please be specific and outline this cost estimate in the Budget.*

Q. **We have multiple colleges in our district, can each submit one (or more) applications or can each district only submit one application for this RFA?**

A. *Yes. But consider the possibility of one grant with multiple apprenticeships to simplify the process.*

Q. **Does RFA# 15-191 include funding for "pre-apprenticeship" projects, or will there be a separate RFA for those?**

A. *There is a separate RFA for pre-apprenticeships but if your project requires a pre-apprenticeship in order to be successful, we encourage you to include funding for a pre-apprenticeship in your response for RFA 15-191.*

Q. **Other than program coordinator salaries, are any other staff expenses allowed?**

A. *Yes. Provide details in the application Budget and Work plan and refer to Appendix D.*

Q. **RFA p. 13 – Section H, #5, part k: does not indicate that partner "intent-to-participate" letters are to be included, but RFA p. 16 notes that such letters should be gathered and included in the application as part of the Project Management Plan.**

A. *Please include "intent-to-participate" letters in the application, per page 16, as needed to provide evidence of participation by other entities.*

Q. **Partner "intent-to-participate" templates do not appear to be included in Appendix C as indicated (only the CEO "intent-to-participate" letter appears there)**

A. *We encourage partners to write non "form" letters to enable them to be more specific with regards to the extent of their participation.*

Q.   **Do you have any recommendations on the types of accountability measures to be included, or the specific measures within each type that would be most applicable to this fund source?**

A.   *Please refer to Appendix E, Common Metrics. Most of the Momentum Points that grantees may use will begin at #15.*

Q.   **Are contract education projects eligible for Related and Supplemental Instruction (RSI) *funding*?**

A.   *No. However, contract education can be used to provide the classroom instruction (RSI) for the apprentice, using grant funds to pay for the instructional costs.*

Q.   **The following statement is in the grant documents "Grantees must register a minimum of one apprentice per $20,000 awarded in the grant."**

Does this mean apprentices must be registered in the apprentice program from the beginning over a period of 2 years. For example, we are planning to enroll 5 apprentices in our program to start and grow over time. Would that limit our grant opportunity to $100,000? Or is the grant amount based on projections of the number that would be registered in the apprentice program over time (2 years)?

A.   *Grantees have 2 years to register the necessary number of apprentices with the DAS to meet the minimum number.*

Updated FAQs:

Q.   **Registration with the Department of Apprenticeship Standards (DAS) as required by the CCCCO program, is there a minimum age for program participants accepted by the DAS?**

A.   *Generally the minimum age is 18 for safety reasons but regulations will allow younger.*

Q.   **Is there a minimum number of student apprentices or approximate range of apprentices expected annually?**

A.   *Minimum number of total apprentices registered over the course of the grant period is 1 apprentice per every $20,000 in funding. $500,000 grant = 25 new apprentices.*

Q.   **What is the minimum number of years for an approved/accepted new innovative apprenticeship?**

A.   *Most current apprenticeships are 3-5 years but the base minimum is 144 hours per year and approximately 2000 hours of OJT to complete an apprenticeship. That can be done normally in 12-14 months if that is what the training needs are. Usually 18 months and 2000 hours is appropriate but it*

really depends on the specific job and training needs. Please contact the DAS to discuss projects prior to final submission, to identify all potential issues and solutions.

Q.   On page 4 of the Request for Application document, "Proposals may also look to create apprenticeship training programs addressing drought relief , underserved populations, energy efficiency, …" Is "underserved population" referring to minorities, women and veterans in the workforce, or is it a region where there are no apprenticeships impacting the region's industry or population? Or possibly underserved industry in regards to apprenticeship training?

A.   Generally "underserved populations" in this situation refers to women, minorities, veterans, and other groups that may have a difficult time accessing an apprenticeship historically. But it could include a geographic region or industry

Q.   Are direct funded charter schools classified as Local Education Agencies eligible to be the main fiscal agent on this RFA?

A.   Yes but please provide information on which agency (district, County Office or CDE) authorized the charter.

Q.   Section G references "RFA Specifications (Page 19)" but there is no Page 19

A.   Sentence should read "RFA Specifications (Page 14)"