

Pre-Apprenticeship and Apprenticeship Notice of Grant Availability

BACKGROUND

Pennsylvania has made a concerted effort in recent years to grow Pre-Apprenticeship programs and Registered Apprenticeships, but more needs to be done. The establishment of an Apprenticeship and Training Office (ATO) in March 2016 was an unprecedented commitment to Registered Apprenticeships for the commonwealth. The three core goals of the ATO are to increase the overall number of apprentices, educate the public about the merits of apprenticeship, and expand apprenticeship opportunities into non-traditional industries and occupations. Pennsylvania has already started to see the results of this commitment as total Registered Apprentices have grown from 13,282 at the time the ATO was established to 14,088 as of August 17, 2016.

Therefore, in alignment with the State Plan and the goals of the ATO, the commonwealth through the PA Department of Labor & Industry is providing \$1.4 million in state funds for the following types of programs:

- Pre-Apprenticeship programs with an active relationship with apprenticeship programs registered in Pennsylvania; or
- Apprenticeship programs registered in Pennsylvania.

APPLICATION INSTRUCTIONS & DEADLINE

Those wishing to apply for funds must complete and submit the “**Application**” posted at <http://www.dli.pa.gov/Businesses/Workforce-Development/grants> and the “**Pre-Apprenticeship & Apprenticeship Project and Budget Form**” that follows by April 3, 2017 by 5 p.m. Eastern Time. Applications must be submitted to RA-LIBWDA-GRANTSFISC@pa.gov.

TOTAL FUNDING AVAILABLE

\$1,400,000 is available under the Reemployment Fund (state funds).

FUNDING LEVELS

Applicants may propose projects ranging from \$50,000 to \$150,000.

PERIOD OF PERFORMANCE

The commonwealth anticipates a performance period starting May 1, 2017 through June 30, 2018.

ELIGIBLE APPLICANTS

Eligible applicants are limited to:

- Pre-Apprenticeship programs with an active relationship with apprenticeship programs registered in Pennsylvania; or
- Apprenticeship programs registered in Pennsylvania.

These applicants **MUST** partner with a Local Workforce Development Board to act as the fiscal agent. Only one application may be submitted per apprenticeship program.

Pre-Apprenticeship and Apprenticeship Project and Budget Form

Applicants must provide responses in each of the three sections that follow. Instructions are provided within each section. Applicants will be scored as indicated in each section.

Section I – Pre-Apprenticeship Registered Apprenticeship Program Background (10 points)

Briefly describe the Pre-Apprenticeship program and/or Registered Apprenticeship program to be supported by grant funds to include the number of active students/apprentices and an estimate of the number of new students/apprentices expected to enroll in the program in the 2017 calendar year.

Section II – Description of Classroom Training (10 points)

Describe the related instruction (classroom training) to be provided as part of the Pre-Apprenticeship program or Registered Apprenticeship program.

Section III – Project Budget (20 points)

This section will detail the project budget.

Identify the total costs within each cost category to be funded by the grant. Definitions for each cost category are included below the table.

Cost Category	Grant Funds
Admin Salary & Fringe	
Program Salary & Fringe	
Wage & Fringe Subsidy	
Travel	
Tuition/Training Expenses	
Equipment	
Supplies	
Supportive Services	
Contractual	
Other	
TOTAL	

Administrative (Admin) Salary & Fringe: The wage and benefit costs of individuals who will carry-out administrative grant activities. This could include salary for individuals completing fiscal reporting requirements including the cost of FICA, Unemployment Compensation, Workers Compensation, health care, retirement and other similar benefits. (The total for Admin Salary and Fringe can be up to 10% of the total award.)

Program Salary & Fringe: The wage and benefit costs of individuals who will carry-out program grant activities. This could include salary for instructors or trainers including the cost of FICA, Unemployment Compensation, Workers Compensation, health care, retirement and other similar benefits.

Wage & Fringe Subsidy: The amount of funds provided in wages and benefits for student/apprentices for on-the-job training. Benefits may include sick time, holiday time, social security, health benefits and unemployment compensation, etc.

Travel: The cost of travel required to support the classroom training component of the Registered Apprenticeship program to potentially include vehicle mileage, air fare, hotel accommodations, meals and other incidentals.

Tuition/Training Expenses: The tuition costs of apprentices.

Equipment: The cost to purchase equipment to be utilized for the classroom instruction portion of the Registered Apprenticeship program. This may include computers, printers and occupationally-specific machinery and tools.

Supplies: The cost to purchase supplies to be utilized for the classroom instruction portion of the Registered Apprenticeship program. This may include office supplies (pens, paper, ink, etc.) and occupationally-specific supplies (welding materials, work gloves, medical supplies, etc).

Note: In general, equipment encompasses items that are more durable in nature, whereas supplies are items that are used and replaced regularly.

Supportive Services: This may include work books, scrubs or tools. These are items needed by the student to participate in the Pre-Apprenticeship program or Registered Apprenticeship program.

Contractual: The cost of any sub-recipient agreements in support of the Pre-Apprenticeship program or Registered Apprenticeship program. For example, if the Registered Apprenticeship program proposes to contract with a vendor to develop a new training curriculum, that cost would be categorized under contractual.

Other: Costs that do not fall within the above cost categories.

Note: It is anticipated that proposed costs to be funded utilizing grant funds will generally fall within a defined category.

Provide a detailed description of Admin Salary and Fringe costs by each position to be funded.

Example 1: An Administrative Assistant will spend approximately 80 hours over the course of the grant for reporting purposes. The Administrative Assistant is paid \$26/hour. ($\$26 \times 80 = \$2,080.00$) Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $\$2080.00 \times 45\% = \936 . Total Admin cost is \$3,016.00

Example 2: An Administrative Assistant will complete all grant reporting requirements over the course of the grant period. The Administrative Assistant receives a salary of \$40,000 per year and we anticipate that 5% of the individual's time will be spent on grant activities: $\$40,000 \times 5\% = \$2,000$. Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $\$2,000 \times 45\% = \900 . Total Admin cost is = \$2,900.

Provide a detailed description of Program Salary and Fringe costs by each position to be funded.

Example 1: An Instructor will spend approximately 80 hours over the course of the grant for classroom training. The Instructor is paid \$26/hour. ($\$26 \times 80 = \$2,080.00$) Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $\$2,080.00 \times 45\% = \936 . Total Program cost is \$3,016.00

Example 2: An Instructor will provide training under this grant. The Instructor receives a salary of \$40,000 per year and we anticipate that 5% of the individual's time will be spent on grant training activities: $\$40,000 \times 5\% = \$2,000$. Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $\$2,000 \times 45\% = \900 . Total Program cost is = \$2,900.

Provide a detailed description of Wage and Fringe Subsidy costs by each student/apprentice to be funded.

Example: A student will spend approximately 80 hours over the course of the grant in on-the-job training. The student is paid \$26/hour. ($\$26 \times 80 = \$2,080.00$) Fringe benefits for the individual include FICA, UC, WC, health insurance and retirement benefits at a rate of 45% of salary: $\$2,080.00 \times 45\% = \936 . Total Program cost is \$3,016.00

Provide a detailed description of Travel Costs to be funded.

Example: The training instructor is reimbursed costs to travel to the training facility. Round trip travel is 20 miles. The class is two days a week for 12 weeks (24 days): $24 \text{ days} \times 20 \text{ miles} = 480 \text{ miles} \times .54/\text{mile}$ (current federal rate) = \$259.20

Provide a detailed description of Tuition Costs to be funded.

Example: Apprentices receive classroom instruction at XYZ Community College at a cost of \$4,000 per apprentice. A total of 20 apprentices will be part of the training cohort to be funded by this grant: $\$4,000 \times 20 \text{ apprentices} = \$80,000$.

Provide a detailed description of Equipment Costs to be funded.

Example: A CNC vertical milling center will be acquired, installed, and maintained in the training center. Related hands-on assignments and accompanying curriculum units are integral to student skill acquisition, providing a seamless transition from training into the workforce since they are trained on the exact equipment they will use on the job. The cost of the CNC vertical milling center is estimated at \$37,000.

Provide a detailed description of Supply Costs to be funded.

Example 1: Textbooks - \$30 each x 50 apprentices = \$1,500

Example 2: Work Gloves - \$40/pair x 10 apprentices = \$400

Provide a detailed description of Supportive Services Costs to be funded.

Example: Participants utilize two text books as part of the classroom training. The first text book costs \$20 x 20 participants = \$400. The second text book costs \$50 x 20 participants = \$1,000.

Provide a detailed description of any Contractual Costs.

Example: The program will contract with XYZ Community College to develop updated curriculum for the classroom instruction portion of the Registered Apprenticeship program at a cost of \$8,500.

Provide a detailed description of any Other Costs.

Additional Grant Information

DISCUSSIONS AND AWARD

The commonwealth may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the commonwealth needs additional information to determine that the recipient is capable of complying with reporting requirements; and/or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by the commonwealth within a specific period of time determined by the commonwealth may preclude award to the applicant.

ANTICIPATED NOTICE OF SELECTION AND AWARD DATES

The commonwealth anticipates notifying applicants selected for award by April 15, 2017.

SUBMISSIONS FROM SUCCESSFUL APPLICANTS

The commonwealth reserves the right to request additional or clarifying information from successful applicants for any reason deemed necessary.

USE OF FUNDS

1. ALLOWABLE COSTS

Funds available through this NGA must be used to support the following types of programs:

- Pre-Apprenticeship programs with an active relationship with apprenticeship programs registered in Pennsylvania; or
- Apprenticeship programs registered in Pennsylvania.

Administrative costs are permitted so long as they do not exceed ten (10) percent of the total grant award.

2. DISALLOWABLE COSTS

- Indirect costs;
- Building construction;
- Supporting lease or rental cost of a building; and,
- Procuring lobbying services.

Pre-award costs are incurred at the applicant's risk. The commonwealth is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

AWARD NOTICES

Each applicant shall be notified in writing of the approval or disapproval of the submitted application. The initial award letter shall contain language to the effect that "the commonwealth cannot be held accountable for any costs incurred prior to the effective date of the grant agreement."

REPORTING

Applicants awarded funding will be required to submit Quarterly Performance Reports (QPRs) that will report a narrative of their grant activity, including services provided, outcomes, challenges and/or barriers and strategies to address those challenges. Applicants awarded funding will be required to submit monthly Financial Status Reports (FSRs) reporting monthly and cumulative expenditures on the grant. All funds will be obligated to the grantee under a Notice of Obligation (NOO). A closeout package must be submitted by the grantee within 60 days of the end of the NOO or when funds are fully expended, whichever occurs first.

QUESTIONS

Questions regarding the content of this grant availability must be submitted, in writing, to RA-LIBWDA-GRANTSFISC@pa.gov.

OTHER INFORMATION

1. RIGHT TO REJECT OR NEGOTIATE

The commonwealth reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

2. COMMITMENT OF PUBLIC FUNDS

The contracting officer is the only individual who can make awards or commit the commonwealth to the expenditure of public funds. A commitment by an individual other than the contracting officer, either explicit or implied, is invalid.

3. PREFERENCE FOR AWARD

Proposals that request funds collaboratively through the Pre-Apprentice and Apprenticeship Grant and through the ApprenticeUSA State Expansion Grant will be given preference.