

**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**Youth Apprenticeship Readiness Grants Funding Opportunity Announcement (FOA)**  
FOA-ETA-20-06

**Updated April 30, 2020**

**New Q.1) Is an applicant that proposes a project with a national scope required to partner with a State Apprenticeship Agency (SAA)?**

No. Applicants that propose a project with a national scope are not required to partner with an SAA and therefore, not required to acquire a letter of commitment, or other form of written commitment, from an SAA. However, the lead applicant will be scored on how the lead applicant and partner(s) will directly engage with the OA or SAA staff to ensure it meets the applicable Registered Apprenticeship standards (see Section IV.B.3).

**New Q.2) Is an applicant that proposes a project with a local/regional or state-wide scope required to partner with an SAA?**

Applicants that propose a project with a local/regional or state-wide scope are required to partner with an SAA, only if their proposed project service area is for a state(s) with a federally recognized SAA, and will be scored on how the lead applicant and partner(s) will directly engage with the OA or SAA staff to ensure it meets the applicable Registered Apprenticeship standards (see Section IV.B.3).

Due to the COVID-19 pandemic, applicants may be experiencing challenges in providing as part of their application a Memorandum of Understanding (MOU) or Letter of Commitment signed by the authorizing agent of each required partnership organization. Due to this, acceptable documentation can also include an email or other form of written commitment between the applicant and its partner organizations. Applicants will be scored based on the Memorandum of Understanding, Letter of Commitment, email, or other form of written commitment from each partner.

Applicants that propose a project with a local/regional or state-wide scope that does not include a state with a federally recognized SAA are not required to include a SAA as a partner, nor are they required to provide documentation of this partnership.

**New Q.3) Where can I find a list of States that belong to the broader Federal apprenticeship system, or that run their own State Apprenticeship Agency?**

You can find the list of States that belong to the broader Federal apprenticeship system, or that run their own State Apprenticeship Agency at: <https://www.doleta.gov/oa/contactlist.cfm>

***Previously posted Questions***

**ELIGIBLE APPLICANTS**

**1) What organizations can apply for these grants?**

Eligible lead applicants for these grants are private non-profit, for-profit, or public agencies and include: education and training providers, workforce development system entities, organizations functioning as workforce intermediaries, and state agencies.

## **2) What is the required documentation for an Institution of Higher Education (IHE) that is applying as Lead applicant for these grants?**

Where applicable: A lead applicant that is an IHE must submit documentation as an attachment verifying that it is an IHE accredited by an agency that has been recognized by the U.S. Department of Education (see Section III.A.1. Eligible Lead Applicant Entities of the FOA). If the lead applicant does not submit proof of accreditation, the application will be considered incomplete and non-responsive, and it will not move forward through the merit review process.

## **3) Can private for-profit entities apply for these grants?**

Yes. Private for-profit entities may apply as long as they meet the criteria for a lead applicant listed in the FOA. Please note that all elements of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200) apply to any entity that carries out a Federal award as a recipient or sub-recipient, including for-profit organizations. This includes the monitoring and examination of their records. In addition, the entity may not earn or keep any profit resulting from Federal financial assistance.

## **4) What types of entities must be included as required partners for these grants?**

The lead applicant must include the following organizations as required partners on the application if not the lead applicant: a minimum of two employer partners, or an industry/trade association that represents at least two employers; an education or training provider; the State Apprenticeship Agency (SAA) (only for those whose state has a recognized SAA); and an entity carrying out activities under the Workforce Innovation and Opportunity Act (WIOA), such as a local workforce development board.

## **5) What documentation or evidence is required to show proof of established required partnerships?**

Documentation must be included in the form of attached partnership agreements, letters on the partner letterhead outlining partnership commitment signed by an officer of the entity, or other documentation that clearly outlines a commitment to partner in this project.

Applicants must ensure that they identify their required partners and describe the specifics of their partnership by providing a Memorandum of Understanding (MOU) or Letter of Commitment signed by the authorizing agent of each primary partnership organization. Due to the COVID-19 pandemic, applicants may be experiencing challenges in providing as part of their application a Memorandum of Understanding (MOU) or Letter of Commitment signed by the authorizing agent of each required partnership organization. Due to this, acceptable documentation can also include an email or other form of written commitment between the applicant and its partner organizations. Applicants will be scored based on the Memorandum of Understanding, Letter of Commitment, email, or other form of written commitment from each partner. Failure to provide documentation for each required partner and each additional partner identified in Section III.A.3., Youth Apprenticeship Partnership, will cause the applicant to receive zero points for this rating factor.

## **AWARD INFORMATION**

### **6) When are applications due?**

The deadline for submissions is **May 6, 2020 at 4:00:00 p.m. Eastern Time**. Applicants should begin the process early enough to allow adequate time for complete application submission to grants.gov prior to the deadline.

**7) Can we request an extension for the application due date?**

No. Extensions will not be granted beyond May 6, 2020.

**8) Where do we apply?**

Applicants must submit the application electronically on <https://www.grants.gov> **no later than 4:00:00 p.m. Eastern Time on the May 6, 2020 closing date.**

**9) How long is the grant period of performance?**

The grant period of performance is 48 months with an anticipated start date of July 1, 2020. This performance period includes all necessary implementation and start-up activities.

**10) What is the size of the grant awards?**

Grants will range in size from \$1 million to \$5 million. Applicants may apply for a ceiling amount of up to \$5 million. Applicants should request funding that is commensurate with the scope and scale of the project proposed, as described in the FOA.

**ALLOWABLE ACTIVITIES**

**11) Can grant funds be used to support Industry Recognized Apprenticeship Programs (IRAPs)?**

No. Funds awarded come from the authority provided in the Department's Fiscal Year 2019 appropriation, which provided funds to "expand opportunities relating to apprenticeship programs registered under the National Apprenticeship Act... through grants, cooperative agreements, contracts and other arrangements, with States and other appropriate entities..." See Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. No. 115-245, Division B, Title I for more information.

Therefore, funds can only be used to support Registered Apprenticeship Programs (RAP) and quality pre-apprenticeship programs that lead to a RAP.

**12) Can grant funds be used to support apprenticeship retention and reemployment?**

Yes. Funds awarded can be used to expand apprenticeship opportunities, support the retention of existing apprentices or use those funds to further reemployment efforts, as appropriate and in accordance with this funding opportunity. This can include: maintaining apprentice employment with incentive funds, converting apprenticeship programs for telework and distance learning, on-the job learning (OJL), and finding reemployment opportunities.

**13) What are allowable activities under this FOA?**

The Youth Apprenticeship Readiness grant program will expand opportunities for youth in Registered Apprenticeships across a diverse group of industries, and increase the participation of employers and industry in developing opportunities for youth to enter apprenticeship. This includes RAPs, and quality pre-apprenticeship programs that lead to a RAP, during the grant period of performance. Refer to section I.D of the FOA for a full list of allowable activities that support RAPs and quality pre-apprenticeship programs that lead to a RAP.

**14) What are allowable pre-apprenticeship activities under this FOA?**

A pre-apprenticeship program is defined as a set of strategies designed to prepare individuals for entry into a RAP. Pre-apprenticeship programs differ from internships, job shadowing, externships, and co-

ops, which may also offer individuals an opportunity to experience firsthand a profession or practice, but do not always engage in “real world” experiential learning.

For the purposes of this FOA, pre-apprenticeship programs must include the following five elements to be considered a quality pre-apprenticeship program:

- **Designed in Collaboration with RAP Sponsors.** Quality pre-apprenticeship programs are designed by organizations with input from a RAP sponsor. A pre-apprenticeship program’s educational and pre-vocational services prepare individuals to meet the entry requisites of one or more RAPs. They have training goals to teach participants a defined set of skills required and agreed upon by the RAP sponsor for entry into their programs. The start date and length of specific pre-apprenticeship programs may vary. Ideally, pre-apprenticeship programs provide an industry-recognized credential and possibly stipends or wages.
- **Meaningful Hands-on Training that Does Not Displace Paid Employees.** Quality pre-apprenticeship programs provide hands-on training to individuals in 1) a workplace, 2) simulated lab experience, or 3) work-based learning environment, and do not supplant a paid employee, while accurately simulating the industry and occupational conditions of the partnering RAPs, which includes observing proper supervision and safety protocols.
- **Facilitated Entry and/or Articulation.** The purpose of a pre-apprenticeship program is to train individuals for entry into a RAP. A quality pre-apprenticeship program assists in exposing participants to local, state, and national apprenticeship programs and provides direct assistance to participants applying to those programs. When possible, formalized agreements exist with RAPs that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a RAP. These may also include articulation agreements that allow the individual to earn advanced credit/placement for skills and competencies already acquired.
- **Sustainability through Partnerships.** To support the ongoing sustainability of a quality pre-apprenticeship partnership, such partnerships collaboratively promote the use of RAPs as a preferred means for employers to develop a skilled workforce and to create career opportunities and pathways for individuals.
- **Access to Appropriate Supportive Services.** Quality pre-apprenticeship programs facilitate access to appropriate supportive services during the program; these supportive services may continue after the participant leaves the pre-apprenticeship program and enters a RAP. Services may include counseling, transportation assistance, childcare, and rehabilitative services.

## **PROGRAM REQUIREMENTS**

### **15) Are there minimum requirements for the number of apprentices to be enrolled?**

Yes. Based on the amount of funding allotted, an entity must enroll at least the minimum number of participants in a Registered Apprenticeship program before the end of the period of performance, as based on the grant award size (described in Section II.A, Figure 1 of the FOA). For example, a grant of \$1 million to \$1,499,999 million must enroll a minimum of 200 participants in a Registered Apprenticeship during the grant period of performance.

**16) What are the participant eligibility requirements for these grants?**

Eligible participants must be in- or out-of-school youth (as defined in Section 129 of WIOA) between the ages of 16 and 24 at the time of program participation. Within this population of youth, applicants may serve a wide range of individuals, such as in-school and out-of-school youth, youth who are employed or unemployed, youth ex-offenders and other underrepresented populations (i.e., women, people of color, and persons with disabilities), and other youth with barriers to employment including foster youth, parenting youth, and homeless youth.

**17) Do participants have to meet WIOA eligibility requirements?**

No. There is no requirement that participants meet WIOA eligibility requirements. Partnership, coordination, and/or integration with the WIOA system is, however, required.

**18) Are pre-apprentices counted towards the minimum number of Apprentices target for this grant?**

No, pre-apprentices cannot be counted towards meeting the targeted number of Registered Apprentices enrolled for this grant. As outlined in the FOA, while pre-apprentices do not count toward the target for the Minimum Number of Registered Apprentices Enrolled, pre-apprenticeship programs that leads to a Registered Apprenticeship is an allowable activity, and those that participate in pre-apprenticeship programs count toward overall participant numbers reported.

**19) Is co-enrollment with other WIOA and non-WIOA employment and training programs allowable?**

Yes. The intent of co-enrollment is to meet the education, training, and employment needs of program participants and provide as many participants as possible with comprehensive services that may not otherwise be available or allowable under an individual grant or funding source. As programs braid funds together to increase impact, they have the opportunity to show integration in the form of participant co-enrollment, including but not limited to co-enrollment in the WIOA Adult program, WIOA Youth program, YouthBuild, Job Corps, Adult Education, Career and Technical Education, and Vocational Rehabilitation.

**MISCELLANEOUS**

**20) What additional information can you provide regarding the evaluation?**

As a condition of grant award, grant recipients are required to participate in an evaluation, if undertaken by DOL. There is no additional information regarding evaluation beyond that which is provided in the FOA.

**21) What performance targets must be submitted as part of the application?**

Applicants must submit the performance targets, including yearly benchmarks, listed in the FOA in Appendix A: Required Performance Measure Outcomes Table. This table includes 6 participant indicators and 3 expanding apprenticeship program indicators.

**22) Is there a required cost share or match for this program?**

This program does not require cost sharing or matching funds. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Applicants will be required to identify 25 percent of the total grant funds requested in leveraged resources. Please note that this will be a scoring factor for the application. Section IV.B.3. provides more information on leveraged resources.

**23) Are there any restrictions on the amount that may be used for supportive services for participants?**

Yes, funding for supportive services may not exceed 20 percent of the funding level.

**24) Are attachments counted towards the page limitation?**

Attachments do not count against the page limitation.