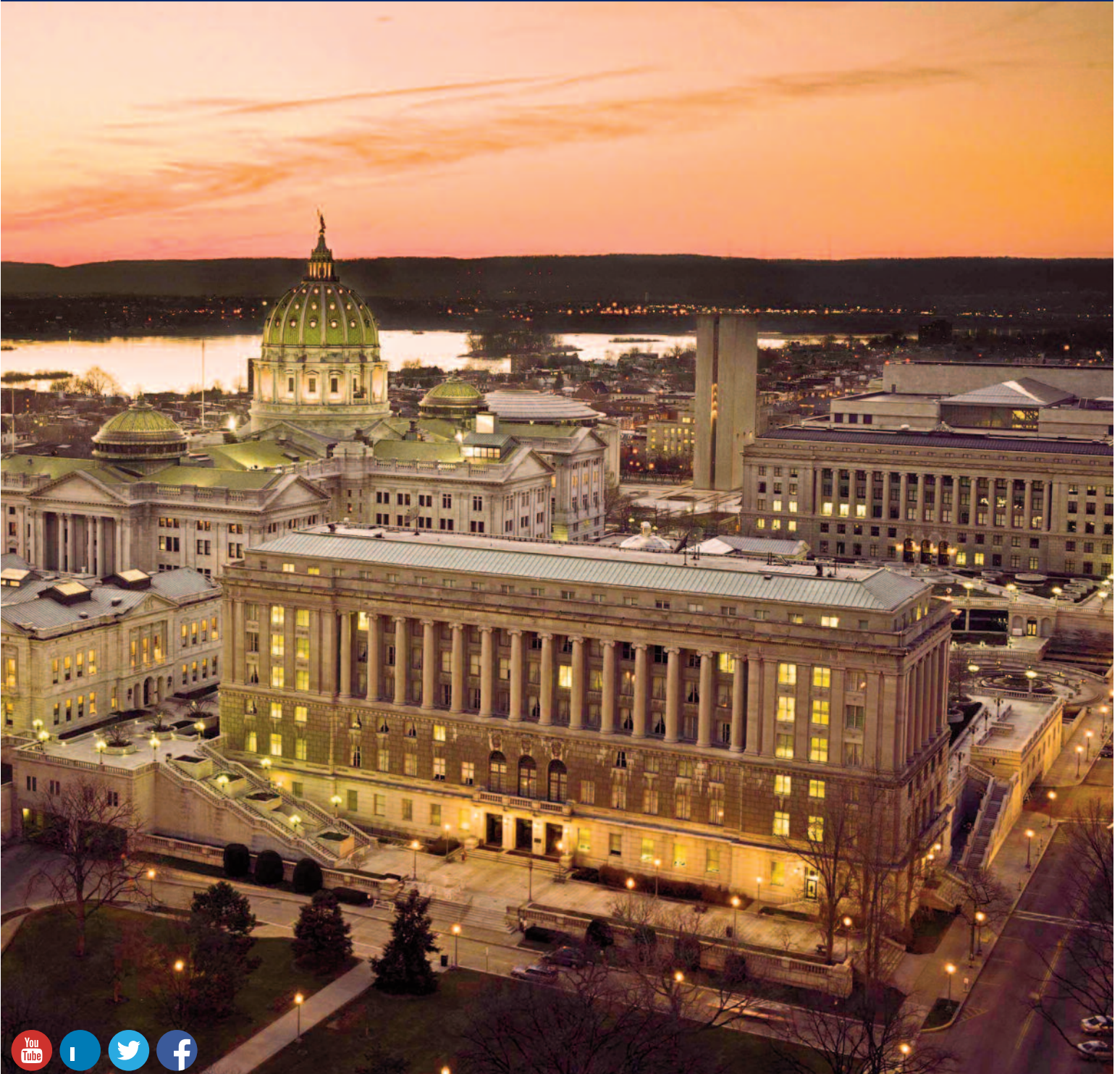


# PRE-APPRENTICE AND APPRENTICESHIP GRANT

Program Guidelines | November 2017



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## Section I – General

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### A. Statement of Purpose

Throughout the commonwealth employers have reported difficulty in finding qualified candidates who meet their specific skill requirement. Registered Apprenticeship is an employer-driven model that enables employers to provide customized training developed according to their particular talent need. Additionally, apprenticeships provide job seekers with a structured career pathway that enables them to concurrently earn money and acquire skills.

The Department of Community and Economic Development (DCED) Pre-Apprentice and Apprenticeship Grant Program (Program) is a statewide program offering assistance to registered Apprenticeship Programs which foster high quality training. The overall Program goal is to increase apprenticeship availability to Pennsylvania employers to assist them with their talent recruitment and development by providing funding to assist with related instruction that complements on the job training to deliver the technical and academic competencies that apply to the job.

## Section II – Program Grants

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### A. Eligible Applicants (Sponsor)

Any sponsor operating an apprenticeship program in the commonwealth, irrespective of whether the sponsor employs the apprentice is eligible to apply. The apprenticeship program must be registered with the Pennsylvania Department of Labor and Industry (L&I) Pennsylvania Apprenticeship and Training Office (Training Office) and evidenced by a certificate of registration.

To become a registered apprenticeship program sponsor, please contact the Training Office at RA-LIATO-APPR-TRAIN@pa.gov. The Training Office was established to increase the commonwealth's involvement in the overall growth of Registered Apprenticeship. Its goals are to increase outreach efforts to those who are unaware of the benefits of Registered Apprenticeship, give technical assistance to new and existing programs, expand the registered apprenticeship model to the non-traditional occupations, and to give apprenticeship opportunities to under-represented communities.

Every registered apprenticeship program has a sponsor. The sponsor is responsible for the overall operation of the program. DCED will accept grant proposals from apprenticeship sponsors that demonstrate an employer or employers play an active role in building the program and are involved in every step of designing and implementation of the apprenticeship. Proposals will be accepted from the following:

- Single Employer
- Employer Consortiums
- Workforce Development Boards
- Economic Development Organizations
- Labor Organizations
- Local Career Technical Education Institutions
- Pennsylvania Community Colleges
- Community Organizations or Associations

Partnerships and collaboration among the groups listed above are highly encouraged.

## **B. Eligible Uses of Funds**

Funding is provided to eligible applicants (sponsors) to reach the ultimate goal of increasing apprenticeship accessibility across the commonwealth. Eligible uses of funds are expenses related to instruction that complements on the job training, delivering the technical and academic competencies that apply to the job. Eligible costs include:

1. Hourly salary of an in-house instructor(s) for actual hours in training that complements on-the-job learning.
2. Costs of books and training materials.
3. Contracted professional services directly related to the academic competency that apply to the job of each apprentice.
4. General education requirements towards a college degree and credit courses towards completion of degree work directly related to the apprenticeship.
5. Sustaining training that complements on-the-job learning included in existing apprenticeship programs as well as developing new and creative initiatives to meet the evolving needs of the employer.
6. Administrative services not to exceed 10% of the total grant amount.
7. Other expenses deemed eligible by DCED.

## **C. Ineligible Uses of Funds**

1. Funds may not be used to support indirect costs, alcohol, entertainment and other unallowable expenses as listed in state guidance.
2. Funds may not be used to procure lobbying services or pay fines or reparations resulting from lawsuits, citations, or regulatory actions.
3. Funds may not be used to support the salary or benefit package paid to the apprentice.
4. Out-of-state and foreign travel.
5. Costs incurred outside of the activity period identified in the formal grant contract between DCED and the applicant.
6. Other expenses deemed ineligible by DCED.

## **D. Distribution of Funds**

1. Total funding cannot exceed the DCED mandated employer cap of \$3,000 per apprentice per year.
2. Each employer may not request funding for more than five apprenticeships per year.
3. Sponsors may request funding for plans not to exceed three years, and \$3,000 per apprentice per year. Costs incurred above this amount are the responsibility of the employer.
4. All expenditures must be supported with documentation when invoicing for reimbursement.

## E. Grant Limitations

1. Grant awards are contingent upon the availability of funding.
2. The sponsor understands that this program is funded with public tax dollars and certain information about the company's participation may be made available to the public.
3. Guidelines are subject to change without notice.
4. Sponsors may not request more than 10% of the total grant for administrative services.

## Section III – Application Procedures

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1. Applications will be accepted and evaluated on an ongoing basis with awards made to eligible applicants for as long as funds are available.
2. Eligible applicants will submit one electronic version of the proposal, budget and appendices describing the activities to be accomplished in a proposed time frame not to exceed three years to:

PA Department of Community and Economic Development  
ATTN: Gwen Ross  
Workforce Development  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225  
  
Telephone: (717) 720-7386  
Email: gwross@pa.gov

### Part A. Project Scope of Work

1. All proposals are to be in either Microsoft Word or PDF format.
2. Proposals shall describe a scope of work that does not exceed a three-year project period and must include the following:
  - a. Cover Page listing applicant (sponsor), main contact with full contact information, project title, total funds requested and applicant's state house and senate members with respective district numbers and date submitted.
  - b. Table of Contents
  - c. Applicant Tax ID#
  - d. Signatures (authorized organization official)
  - e. Name and contact information for each employer included in the Pre-Apprentice or Apprenticeship Program.
  - f. Description of the proposed training for which the requested funds will be used including the number of apprentices to be trained.

- g. Description of how the classroom training will complement the on the job training.
- h. Outline the major milestones and anticipated completion dates of the proposed training for which the requested funds will be used.

#### **Part B. Appendices**

1. Appendix A. L&I Pennsylvania Apprenticeship and Training Office Certificate of Registration
2. Appendix B. Budget and Budget Narrative.

The budget narrative must describe and discuss each budget line item over the entire project period reflecting all requested funds along with any leveraged funds allocated to the project. Provide a comprehensive cost breakdown for all activities requested.

Budget line-items should include salary/personnel, fringe benefits, consultant/professional services, travel, course materials, and any other costs deemed necessary to the success of the project.

Matching funds are not required as part of the application, however, as part of the budget submission for the proposal, applicants should indicate any federal, state, local government, academic or private funds that will be used to accomplish the activities proposed.

3. Appendix C. Employer Commitment Letters.  
Letters pledging each employer's commitment to the apprenticeship must be included with the proposal. Each letter should be one page, describing the specific involvement to be provided. Letters shall only be included in the Appendix, not mailed separately.

#### **Part C. Evaluation Criteria**

1. Applicants seeking Apprenticeship training funds will be evaluated and reviewed by DCED.
2. Approval for all proposal project changes rests with DCED.
3. All activities must be in compliance with DCED policies, contracts, and guidelines.
4. DCED reserves the right to ask applicants to revise applications prior to being asked to submit a DCED Single Application for Assistance.

## **Section IV – Electronic Submission of Proposal and Procedures for Accessing Funds**

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1. Upon approval of a proposal by DCED, a commitment letter will be issued to the Sponsor with instructions on how to submit an electronic online Single Application for Assistance.
2. Grant contracts will be issued to approved applicants.
3. Following the full execution of a grant contract, funds will be disbursed to Sponsors based on the approved budget and submission of invoices accompanied by documentation supporting all expenses requiring reimbursement.

## **Section V – Activity and Project Close-Out and Reports**

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1. DCED will provide a standardized template to be used by each grantee to report program and process impacts.
2. Reports shall be submitted via email every six months, starting six months from the contract execution date.
3. Sponsors are required to submit a final report at the completion of the contracted time frame describing the final outcomes benefitting the apprentice and the company.

## **Section VI – Miscellaneous Program Requirements**

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### **A. Nondiscrimination**

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

### **B. Conflict of Interest**

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant, and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

### **C. Project Records**

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The program office requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the program office, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

## **Section VII – Budget Revisions and Invoicing**

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1. A budget will be submitted with the electronic single application showing the expense categories. The budget will be made a part of the grant contract with DCED.
2. After the applicant has a fully executed grant contract, the original budget may require revision of certain budgeted line items to reflect changing circumstances. A request for a budget revision should be made to the Workforce Development contact at DCED and should include the description for the budget revision. A spreadsheet showing the original budget in one column and the proposed revised budget in a separate column should be included in the request. DCED will review the budget revision request and, if approved, send an approval letter. Depending on the budget revision, an amendment may be necessary to effectuate the budget revision. Budget revisions must be submitted to DCED at least sixty days prior to the expiration of the contract.
3. Submission for payment to DCED should include a document that includes:
  - a. Name and contact information of sponsor
  - b. Column with original (or revised) budget amount, column showing the expenditure of the budgeted line item for that invoice submission and a column showing the remaining balance for that line item.
4. All invoices should be submitted using the payment request form provided by DCED and sent to the contact below.

## **Section VIII – Contact Information**

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Program inquiries, work plans and budgets and invoices should be submitted to:

PA Department of Community and Economic Development  
ATTN: Gwen Ross  
Workforce Development  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225

Telephone: (717) 720-7386  
Email: gwross@pa.gov