

Future Ready Oregon: BOLI Apprenticeship Grants Program

Round 1 Frequently Asked Questions

This resource is updated regularly when questions are received. Please email atd.grants@boli.oregon.gov to submit a question. New questions since the last posting will be listed at the top of each section.

Eligibility	1
Round 1, RFP	2
Round 1, Small Grant Award Program	6
Application Process	7
Future Rounds	7

Eligibility

Question: Eastern Oregon Workforce Board and East Cascades Works have been left out of the list of workforce regions. Oregon Workforce Partnership is an industry association and not a physical workforce region.

Answer: Our apologies, we did not intend to omit those regions. The large grant online application, sample grant contract, and workforce region map/reference document have been updated with the corrections noted. Thank you for catching our mistake and letting us know!

Question: Can I apply for more than one target industry?

Answer: Yes, applicants must submit separate applications for each target industry they are applying under. All service types within the same target industry must be included in one application.

Question: Are cannabis manufacturing apprenticeship programs eligible to apply for this funding?

Answer: Eligible industries for this funding are construction, health care, and manufacturing. Senate Bill 1545 does not define health care or manufacturing. It will be the applicant's responsibility to determine if their program can reasonably be categorized as one of the eligible industries.

Question: Are funds limited to only programs registered through the Oregon State Apprenticeship and Training Council (OSATC) or could they help a federally-registered, national Registered Apprenticeship Program expand into Oregon?

Answer: Future Ready Oregon Apprenticeship Grants support the development and expansion of apprenticeship training and services in Oregon. Federally registered apprenticeship programs and other programs not registered through OSATC have the options below.

1) Seek a grant to register and expand the apprenticeship program in Oregon if in the health care or manufacturing industries. (Also applies to pre-apprenticeship programs in construction, health care, or manufacturing.)

2) Apply to the Oregon State Apprenticeship and Training Council to request approval as a State registered apprenticeship program and then submit a grant application that meets the industry and service type criteria.

Question: In the RFP it lists types of organizations and also says "other entities" would CTE and/or Community College programs be eligible? What are examples of the types of "other entities" eligible to apply?

Answer: Yes, Community College and CTE programs are eligible if the program is registered or will use the funds to be registered through the Oregon State Apprenticeship and Training Council.

Round 1, RFP

Question: A What is pre-apprenticeship program (compared to apprenticeship)?

Answer: A pre-apprenticeship is a program, or a set of services, designed to prepare individuals to enter and succeed in a registered apprenticeship program. Typically, an organization would create a pre-apprenticeship program that prepares participants for an existing registered apprenticeship program. For example, creating a construction pre-apprenticeship program so that participants are successful in enrolling into and completing an Inside Electrician registered apprenticeship program. There are few restrictions on creating pre-apprenticeship programs for the purpose of Round 1 funding; however, if there is not an existing registered apprenticeship program for the trade/occupation you are creating a pre-apprenticeship program for, you will want to include your rationale for doing so in your application.

Registered apprenticeship programs are not required to have pre-apprenticeship programs. Applicants may apply for Round 1 funding to create a registered apprenticeship program in the Manufacturing or Health Care industries.

Question: Are lead applicants and/or subawards permissible? I would like to be the lead applicant for several pre-apprenticeship programs that would then receive subawards.

Answer: No, sub-awards as described, are not eligible. While an apprenticeship program and a community-based organization may apply for funds together as a key partnership, this is specifically for the purpose of engaging priority populations by using existing relationships community and culturally based organizations have. As the administrator of these funds, BOLI's goal is to work directly with and directly fund individual apprenticeship, pre-apprenticeship programs, and other applicants that are awarded. Doing so allows us to meet our goals and carry out activities necessary to administer Future Ready Oregon funds.

Question: I have several questions: (1) The sample contract states "Provide Personal Hardship Assistance up to one thousand dollars (\$3,000)." Is that \$1,000 or \$3,000? It states both. (2) Do we include personal hardship assistance funds in our budget, or is that provided through BOLI? (3) Is supportive services predominantly for new staff time to connect participants with BOLI's offerings? Can

we budget money to pay directly for childcare, rent, etc., or is the aim primarily to outreach, screen, and refer to BOLI for those supports? (4) If we were expanding from 75 to 100 people trained, will our contract and reporting be on the full 100 or just the 25 additional? Can we budget expenses like boots for all 100? (5) The sample contract includes "funds for any stipends and transportation assistance for pre-apprentice students, which may be applied to all students in a class." However, the RFP states, "Activities that will not be considered...Apprentice or pre-apprentice wages." Can pre-apprentices receive stipends or payments from the grant?

Answer: The supportive service amounts listed in the sample grant agreements are for guidance. Applicants are welcome to apply for the amount of services they need to provide and justify those amounts in their applications.

Supportive services are administered by the funded program, not by BOLI. Personnel costs for administering the supportive services are allowable activities and costs.

Stipends are an eligible cost that applicants may include. Wages for apprentices or journey-level workers are not allowable.

Defining expansion is the responsibility of the applicant. It is recommended that applicants clearly show how the requested funding will expand their programs and the outcomes expected.

Question: Are Journey-level wages an allowable expense under personnel?

Answer: No, wages related directly to apprentice training and supervision are not an allowable personnel expenditure.

Question: What if the registered apprenticeship has a direct entry pre-apprenticeship program that focuses on underrepresented communities and also wants to directly provide supportive services? Do they still need to partner with CBOs?

Answer: Applicants may apply for supportive service funds without partnering with a community and culturally based organization if the organization is not a key partner in the application. Priority Populations are a required component in your application. If you are currently serving individuals that are in one or more of the Priority Populations and the supportive services are to increase retention, completion, and direct entry rates, you will want to add those details in your application with your outcome goals. If your staff is representative of the Priority Populations you are currently serving, do include that in your application as well.

The purpose of partnering with community and culturally based organizations is to engage Priority Populations by way of existing relationships that are representative of a specific Priority Population and have knowledge of the lived experiences of the Priority Population. Full definitions of community and culturally based organizations and Priority Populations as defined by SB 1545 are included in the [RFP](#).

Question: Are allowable administrative costs the same as the Federal Negotiated Rate?

Answer: Administrative costs will be the applicant's responsibility to justify. Typically, administrative costs are 10%. Applicants that have a federally negotiated rate, may request that rate if needed.

Question: Please clarify, "not to be used to backfill or displace other funds."

Answer: The apprenticeship grant funds are for expansion of apprenticeship programs and increasing meaningful access to apprenticeship for Priority Populations. If you are currently receiving (or being reimbursed by) public funds for the activities you are applying for, it is not permissible to replace those funds with apprenticeship grant funds. It is also not permissible to use apprenticeship grant funds to fill a budget deficit.

Question: Regarding expansion in construction, can the grant funds be used to expand to more trades?

Answer: Yes, for pre-apprenticeship programs only. Expansion of registered apprenticeship programs in construction is not eligible for Future Ready Oregon apprenticeship grant funds.

Question: Is the Agreement pertinent to the scope of the work, or pre-existing/general?

Answer: The [sample grant agreement](#) on the [grants webpage](#) is currently being reviewed by the Department of Justice (DOJ). The template that is finalized will be used as a basis for the grant agreements. The template will be tailored to meet the specifications of the awarded program. DOJ will review and approve all grant agreements prior to execution.

Question: What are the reporting requirements?

Answer: Awarded programs will be required to submit two reports; one before the second disbursement is released at month four and one at the end of the one-year grant agreement term. In addition to reporting, regular monitoring will be completed by ATD staff. Every effort will be made to ensure awarded programs are not required to report the same information to multiple Future Ready Oregon partnerships or existing reporting required by ATD.

Question: Can I apply under pre-apprenticeship PROGRAM (i.e. instruction, instructional materials) AND STUDENT SUPPORTS (Transportation) in the same single application?

Answer: Yes, the application will ask you to choose your industry (construction, manufacturing, or health care) and the service type(s) you are applying for. Service types include pre-apprenticeship, supportive services (transportation, childcare, job readiness, etc.), and registered apprenticeship. To answer this specific question, you will select both pre-apprenticeship and supportive services as your service types. Please note that registered apprenticeship is not an eligible service type for construction industry applications.

Question: Can funds for supportive services, such as childcare, be given directly to students, or are they required to be paid to providers?

Answer: Processes for supportive services are outlined in the sample grant agreement. If your application includes an alternative process, please include how you will inform the appropriate parties of tax implications, applicable forms, and any other information they may need to be informed of. Please also maintain all necessary records to meet reporting, monitoring, and audit requirements. Do be aware of the additional burdens/impacts tax implications may have on those being provided with direct payment, especially if it is the participant who is receiving the supportive services.

Question: Regarding the 1-year grant term - does that mean that funds can be spent after the June 2023 deadline?

Answer: The June 30, 2023 expiration date for Future Ready funds is for agencies administering funds such as the Bureau of Labor and Industries. Awarded programs will have one-year from the date their grant agreement is signed to spend their awarded funds, per the terms of their grant agreement.

Question: Does this mean that existing construction pre-apprenticeship programs can only apply to (1) expand the number of people served, (2) provide outreach services to priority populations, or (3) provide retention services to priority populations?

Answer: Eligible service types in the construction industry are pre-apprenticeship and supportive services. Pre-apprenticeship includes creating new programs and/or expanding an existing program. Examples of expansion include additional classes at different times of the day, week, weekend; classes tailored to a specific need; additional training or certification; classes in a different city or region; and/or to meet a need that the program is not currently able to fill. Funds through these grant programs cannot be used to maintain an existing program with no changes to program goals.

Supportive services can be used to support pre-apprenticeship program participant outreach, retention, and/or completion rates. Strong applications will include alignment with grant program goals such as increasing outcomes of outreach, retention, and/or completion rates among individuals from Priority Population communities.

Question: How do you define expansion? For example, numbers dipped during the pandemic. If we want to reach pre-pandemic levels, would that be expansion?

Answer: For the purpose of this grant program, expansion is intentionally not defined to provide as much flexibility as possible for communities to meet the needs specific to their region. Expansion in one industry or region could be very different from another industry or region. It is the applicant's responsibility to determine if their proposal can reasonably be considered as expansion by the evaluation committee and the Oregon State Apprenticeship and Training Council.

Question: Can we fund a variety of staff positions, for example classroom trainer, marketing, administrative personnel.

Answer: Yes, and you must specify the hours/FTE amount per position needed to support the specific activities to be done by that position within the grant agreement term.

Question: Any advice on determining a reasonable ask amount? We have existing construction pre-apprenticeship programs in a consortium, and we were considering \$100,000 each. Could one of our executive directors discuss with ATD staff?

Answer: The [large grant application instructions](#) include tools to help applicants build a successful application. A worksheet is included in the instructions to aid in developing a workplan, logic model, and budget form. The instructions also include detailed information about each section of the application. You may also email us with additional questions at atd.grants@boli.oregon.gov.

Question: Can expansion include adding new apprenticeship programs that expand existing programs to offer more opportunities for apprentices?

Answer: Yes, if in the health care or manufacturing industries. Expansion of pre-apprenticeship programs is eligible in construction, health care, and manufacturing.

Question: Are these state or federal funds?

Answer: Funds disbursed by the Future Ready Oregon: BOLI Apprenticeship Grants Program are state funds.

Question: Allowable use of funds: Appendix D Budget Form does not list “equipment” as a category. Use of funds references goods but I am not sure if this was to include equipment. Is the purchase of equipment an allowable use of funds?

Answer: Equipment can be an allowable use of funds. It is the applicant’s responsibility to determine if funding equipment can be reasonably considered as meeting Future Ready Oregon goals by the evaluation committee and the Oregon State Apprenticeship and Training Council.

Question: When would we be expected to enroll applicants during the grant cycle? For example, given the timing of the rounds could some of the participants enrolled prior to grant award count toward number of served depending on where they are in the pre-apprenticeship program?

Answer: Activities and timelines are determined by applicants and are required components of the grant application. Grant funds may not be used to for activities completed prior to the grant agreement term without prior authorization. Previously enrolled participants may be included in your grant term if your proposal activities include supports to increase retention, completion rates, etc. Previously enrolled participants would not be counted toward expansion or outreach efforts unless the awardee was previously authorized to use grant funds prior to the grant agreement term.

Question: How are supportive services defined?

Answer: A non-exhaustive list of supportive services are included in the [sample grant agreement](#).

Round 1, Small Grant Award Program

Question: Can apprenticeship programs apply for the small grant program?

Answer: Yes, apprenticeship and pre-apprenticeship programs are eligible to apply for the small grants program if they do so in conjunction with one of the following: community and culturally based organization, one of Oregon’s nine federally recognized tribes, or an organization providing services to priority populations as defined in SB 1545 and listed in the RFP.

Question: Will small grantees be required to comply with the audit/access provisions of the large grants?

Answer: No, not if the organization receives only a small grant award through the Future Ready Oregon apprenticeship grants. Reporting will be required.

Question: Can small grants be used to explore development of a program?

Answer: Yes, please review the [small grant application instructions](#) and scoring criteria to create a strong application.

Application Process

Question: Can I apply for more than one industry or service category?

Answer: Yes, you may apply for more than one industry. Please include all service types for that industry in the same application. If applying for more than one industry, please submit a separate application for each industry.

Question: With Partnership Agreements, is there a specific template? Is a Letter of Commitment sufficient?

Answer: No, a template is not available. Letters of Commitment are not sufficient for the purpose of Partnership Agreements. Applicants are encouraged to build relationships with eligible partners and mutually agree on the activities to meet the needs specific to the Priority Population(s) and the outcomes outlined in the application. Partnership Agreements are required to be on the partner organization's letterhead and signed.

Question: Just saying, developing a full MOU with a CBO for the specific work product (or new if not established prior) takes time if something is not in place-impacts timeline for submission/spend-out.

Answer: Yes, we understand that these are short timelines and the challenges inherent with developing an application/program with partner organizations. We recommend starting conversations as soon as possible in order to apply for round two or three if you are not able to meet the round one deadline. All awardees will have one-year from the date their grant agreement is signed to spend the awarded funds.

Question: Will I be able to submit my application after 5pm on June 2?

Answer: No, the online application system will close automatically at 5:00 pm on June 2. No applications may be submitted after the deadline.

Question: Can I email my application?

Answer: No, applicants must submit their applications and supporting documents through the online application system.

Future Rounds

Question: Will all three rounds have the same funding per industry and service type?

Answer: Rounds two and three will be adjusted, if needed, to balance funding across industries service types and Oregon Workforce Regions. In other words, if awards in round one are concentrated in one industry or workforce region, adjustments will be made to round 2 to limit proposals from that region so that we balance funding across all regions. Balanced funding will also depend on the proposals received; if no proposals are submitted for a particular region, we will not be able to grant awards in that region.

Question: Will all three rounds have the same spend out deadline?

Answer: All awardees will have grant agreements with one-year terms. The one-year term begins once the agreement is signed by all parties.

Question: If an applicant isn't awarded in round 1, could they re-apply in round 2 or 3?

Answer: Yes, if an applicant is not awarded in round one, they may apply for round two or three. Applicants (previously awarded or not) may apply for any round of funding if they meet the round's eligibility requirements.

Question: Will large grants be an opportunity for Round 2 and 3?

Answer: Yes, large grants will be an option for round two and three. Adjustments may be made to the maximum awards per industry and/or service type, or workforce region depending on the awards granted in round one.

Question: Will small grants be an opportunity for Round 2 and 3?

Answer: Yes, small grants will be an option for round two and three.

Question: What will the target industries be for rounds 2 and 3?

Answer: The target industries are defined in Senate Bill 1545 as healthcare, manufacturing, and construction. BOLI is limited to these target industries under this funding opportunity. Available funding within these target industries will vary from round to round in order to balance funding across industries, services, and state workforce regions.