

Future Ready Oregon: BOLI Apprenticeship Grants Program

Frequently Asked Questions - Round 4

Question: What if I have questions while I am filling out my application? What resources does ATD provide.

Answer: There are several resources for applicants during the grant application period on the [Grants Website](#):

- View the recorded webinar on the Grants Website that contains a wealth of information about the grant criteria, eligibility requirements, and apprenticeship in general.
- Virtual ATD Office Hours will be offered during each of the two open application periods. These sessions are offered on Mondays, Wednesdays, and Fridays in two-hour blocks. Applicants can join in any time during the specified times and ask questions. See the link to the schedule on the Grants Website.
- Reference relevant grant documents on the Grants Website, including information about previous awards.
- Email the Grants Team! You can reach us during business hours at ATD.Grants@BOLI.oregon.gov.

Question: What if I have technical issues with the online grant portal?

Answer: If you are having any technical difficulties entering information into your online application or submitting your application, please contact Susan Erickson, Grant Systems Coordinator, at Susan.D.Erickson@BOLI.Oregon.gov. We are happy to help!

Question: What is the most amount of funding I can apply for in Round 4?

Answer: Given the lower amount of total funding in Round 4, the cap on all budget requests is \$300,000.00 per applicant. Budget requests at or below that amount are eligible.

Question: If an applicant received a grant in Rounds 1, 2 or 3, can they submit another application in Round 4?

Answer: Yes, applicants who previously received a BOLI FRO grant can apply in Round 4, but only under specific circumstances:

- If the application proposes a program in a new industry or occupation, or
- If the application presents a *significant* expansion of the previously funded FRO program to new rural or frontier area or priority population.

Proposals that simply continue previously FRO funded programs are not eligible.

Question: Are there Development Grants in Round 4, like there were in Round 3?

Answer: Not specifically. In Round 4 if your primary activities are the development or planning of the creation or expansion of an apprenticeship or pre-apprenticeship program, BOLI approval of that new program or expansion at a scheduled quarterly OSATC meeting is required within the grant period.

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

Answer: 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 entry into and success in an existing registered apprenticeship program. Every new pre-apprenticeship program must establish a memorandum of understanding with an existing registered apprenticeship program that facilitates either preferential or direct entry for pre-apprenticeship graduates into at least one registered apprenticeship program. For example, an organization may create a construction pre-apprenticeship program that provides the necessary training and skill building so that participants are prepared for a successful enrollment and completion in an Inside Electrician registered apprenticeship program. You cannot create a pre-apprenticeship program if there is not an existing registered apprenticeship program for the trade/occupation for which you intend to create a pre-apprenticeship program. In such a situation, you might consider creating the registered apprenticeship program instead.

Registered apprenticeship programs are not required to have pre-apprenticeship programs. Applicants may apply for funding to create a registered apprenticeship program only 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: If we were expanding our program from 100 to 150 people trained, will our Grant award and reporting be based on the full 150 or just the 50 additional?

Answer: You would be required to report on the additional 50 new people trained as that is the expansion piece of your grant proposal.

Question: Are student wages an allowable expense under personnel or student support services?

Answer: No, wages related directly to apprentice training and supervision are not allowable under this grant program. Limited student stipends, however, can be included under support services.

Question: Are allowable administrative/indirect 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: Is the Grant Agreement pertinent to the scope of the work for each grantee, or just a more general contract?

Answer: The sample grant agreement on the [grants webpage](#) has been reviewed and approved by the Department of Justice (DOJ). The agreement will be tailored to meet the specifications of each awarded program. DOJ will review and approve all grant agreements prior to execution.

Question: What are the reporting requirements for this grant?

Answer: Awarded programs will be required to submit monthly reports regarding program and fiscal activities via an online portal. These reports will be due on the 10th of each month. Grantees are also required to upload monthly financial receipts for all expenditures. Grant recipients are also required to attend one-hour monthly industry specific collaborative meetings.

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

Answer: Supportive service expenses can be paid directly to students or providers or to students via vouchers, gift cards or the gifting of program equipment. For example, PPE and tools can be purchased for participants during the program or at graduation. *It is very important to be aware of the additional tax implications for students receiving direct payments or gifts, especially if the student is receiving other supportive services or public assistance.* Grantees are required to have written eligibility criteria for program participants receiving any student support service listed in their approved budget and are required to track the type and amount of support services given to each participant. BOLI can request these records at any time during or after the grant period.

Question: Regarding the 1-year grant term - does that mean that funds can be spent after December 2024 – the expected grant period end date?

Answer: No, all grant funds must be incurred and spent within the one-year grant period. Awarded programs will have one-year from the date their grant agreement is effective to spend their awarded funds, per the terms of their grant agreement. Grantees the fail to spend all funds are required to return unspent funds to BOLI.

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: In Round 4 we encourage expansion of existing programs to be in new rural or frontier focused geographic areas or to new priority populations not previously served or underserved by the program.

Question: Can we fund a variety of staff positions, for example classroom instructors and administrative personnel, and can they be current employees?

Answer: Yes, a variety of personnel that is needed to support your grant project is permitted. Existing staff can be included only if:

- 1) Their position (full or part-time) does not have previously secured/encumbered funding during the grant period. All applicants are required to submit a current staff list showing FTE with Part 1 of their application.
- 2) They currently work part time, and the grant funds will pay the difference to increase their hours, or
- 3) They are promoted or transferred to the new grant position during the grant period and all their old position is filled by another person.

Question: Are FRO funds state or federal?

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

Question: When would we be expected to enroll applicants during the grant cycle? For example, could some of the participants enrolled prior to grant award count toward number of served?

Answer: Activities and timelines are determined by applicants and are required components of the grant application. Grant funds may not be used for activities completed prior to or after the grant period, which includes participants enrolled in a program before or after the grant period.

Question: How does the two-part application work?

Answer: Unlike previous rounds, Round 4 has a two-part application process. The first part is open to any applicant, but the second part is by invitation only based on the applications submitted in Part 1.

Part 1 opens on September 22, 2023, and closes at 11:59 PM PST on October 6, 2023. Only applicants invited to submit Part 2 of the application will have online access to the Part 2 application on October 22, 2023, the date invitations and the application will be released. The Part 2 application period closes on November 3, 2023, at 11:59 PM PST.

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

Answer: Yes, you may apply for more than one industry, but they must be separate applications.

Question: With the Key Partners listed in our application, is there a specific letter of support or MOU template?

Answer: No, a template is not available. Letters of Support are sufficient for the purpose of documenting your key partners. 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. **Letters of Support are required to be signed and on the partner organization's letterhead.**

Question: The application asks for a lot of details on standards, occupation, and wages. What if I don't know?

Answer: The information requested in the application not only provides valuable information to ATD about your project, it also describes some of key elements related to the creation of a registered apprenticeship or pre-apprenticeship program. This information will be familiar to those with existing programs but introduces these elements to those who are entering this space for the first time. If you are new to the process involved in creating a pre-apprenticeship or registered apprenticeship program, please reach out to the ATD Grants Team for support.

Question: Can I email my application?

Answer: No, applicants must submit their applications and supporting documents through the online application system. The PDF applications posted on our website are for reference only.