

New York State Department of Labor (NYSDOL)

Apprenticeship Expansion Grant (AEG-3)

Request for Applications (RFA)

Questions and Answers Pertaining to the RFA

(Updated 12/05/2022. New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.) The RFA is available on NYSDOL's [Funding Opportunities webpage](#).

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[FREQUENTLY ASKED QUESTIONS](#)

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Frequently Asked Questions (FAQ)

FAQ #1) I am an approved signatory employer to a New York State Registered Apprenticeship group program. Am I eligible to apply for funding under this RFA?

FAQ A #1) A signatory employer to an active or probationary New York State Registered Apprenticeship (NYS RA) group program may be eligible to apply for funding under this RFA to train registered apprentices who work exclusively for their business.

However, if apprentices rotate their work between multiple signatory employers, then only the lead applicant designated by the sponsor of the active or probationary NYS RA group program may be eligible to apply for funding under this RFA.

FAQ #2) Can grant funds be used to purchase items such as iPads or Chromebooks for the enrolled Apprentices?

FAQ A #2) As stated in Section II.B.1. of the AEG-3 RFA, any tools directly associated with On-the-Job Training (OJT) are allowable costs. iPads and Chromebooks are an allowable cost if they are directly related to the OJT, such as for completing forms or running calculations at job sites. Please note that only items with an acquisition cost of up to \$999 per device are allowed.

FAQ #3) What constitutes a "probationary NYS RA program"?

FAQ A #3) Newly approved NYS RA programs shall undergo a two-year probation beginning on the first apprentice's start date or the program approval date, whichever comes later. Programs are approved contingent upon successful completion of their probation. The specifics concerning Program Probation, Monitoring, Re-Certification and Performance are outlined in §601.8 (page 24) in the regulations governing the registration of apprenticeship programs and agreements (Part 601 of the Labor Law). See the following link on the NYSDOL website: <https://dol.ny.gov/apprenticeship/laws-regulations>.

FAQ #4) Does OJT wage reimbursement cap policy apply to all trades (ex. Early Childhood Associate)?

FAQ A #4) Yes. NYSDOL has established an OJT wage reimbursement cap policy for the AEG-3 that applies to all trades. The reimbursement level to a business may not exceed 50% of the wage rate of the apprentice for all businesses. Please note that all OJTs must pay at least the NYS minimum wage, which can be found here: <https://www.ny.gov/new-york-states-minimum-wage/new-york-states-minimum-wage>. Please refer to Section II.B.3 of the RFA for additional details.

FAQ #5) For the Work Plan, should we detail the objectives, tasks, and performance measures for the entire apprenticeship program, or just the time period covered by the grant? For example, the program for which we are applying is a four-year apprenticeship, but this grant will only cover year one. Should the Work Plan cover all four years, or just year one?

FAQ A#5) In their Work Plan, applicants are only expected to list the objectives, tasks, and performance measures that will detail training and service activities as identified in the program design, which in this case will take place during the contract period.

FAQ #6) Are program sponsors able to use AEG-3 grant funds towards the reimbursement of wages for the Apprentices during OJT Hours? If so, please describe in depth the specifics of how the funds can be used for wages.

FAQ A #6) Yes, per section II.B.3. of the RFA, NYSDOL has established an OJT wage reimbursement policy for AEG-3. The reimbursement level to a business may not exceed 50% of the wage rate of the apprentice for all businesses. Please note that all OJTs must pay at least the NYS minimum wage, which can be found here: <https://www.ny.gov/new-york-states-minimum-wage/new-york-states-minimum-wage>.

FAQ #7) I have questions about the process of registering our organization in the Grants Gateway so that we may apply for a program; where can questions about this process be directed?

FAQ A #7) The Grants Gateway is a Statewide contract management system that is not specific to NYSDOL. Please contact (518) 474-5595 or grantsgateway@its.ny.gov for technical assistance related to your registration.

FAQ #8) According to the RFA, "These apprentices will enter trades in high-demand occupations, with a focus on the emerging fields of Advanced Manufacturing, Healthcare, Hospitality, and Information Technology, as well as other in-demand occupations. How do I find out if my apprenticeship is in a "high-demand occupation"?

FAQ A #8) Priority industries vary by area. A list of these areas, their corresponding economic development plans, and the priority industries can be accessed at <http://regionalcouncils.ny.gov/> for Regional Economic Development Councils (REDC) and <https://labor.ny.gov/workforcenypartners/lwda/regional-plans.shtm> for Local Workforce Development Boards (LWDBs).

FAQ #9) What are the reporting requirements for the grants? What kind of information you will need from us and how often?

FAQ A #8) As a sponsor or signatory employer to a NYS RA program, there are routine reporting requirements for items such as on-the-job training, task rotation, wage progression, and related

instruction for all apprentices enrolled in the program. There are additional reporting requirements for this RFA, including fiscal reporting and reports as determined by the contracting process. Section II.D. of the RFA states that all awardees will be required to provide reports at intervals specified by NYSDOL. Additionally, Sections VIII.B., IV.1.B., IV.2., and IV.3.e. indicate awardees will be required to submit additional information, such as on-the-job training applications for each apprentice; Minority and Women Owned Business Enterprise (MWBE) Quarterly Compliance Reports; Workforce Utilization Reports; and Monthly Service-Disabled Veteran-Owned Businesses (SDVOB) Contractor Compliance Reports.

FAQ #10) Is the Lead Applicant Designation Form (LADF) form required if the organization is applying on its behalf? The form is shown as required, but it looks like it only applies to organizations with a fiscal sponsor?

FAQ A #10) The LADF is only applicable to sponsors of group Registered Apprenticeship programs that need to designate a lead applicant because the sponsor is not a legal entity with a Federal Employer Identification Number. Examples of lead applicants may be a labor union, an association, or any employer/signatory company serving as a member of a sponsor's JAC/JATC, Board of Directors, or other governing body.

Please note: the use of this form does not apply to all applicants. If this is the case for your application, you can note "N/A" on the form and submit.

FAQ #11) In the On-the-Job Training Application attachment, there is a footnote stating that the maximum allowable OJT reimbursement is \$5,000 per OJT employee. However, the RFA mentions something different. Which is accurate?

FAQ A #11) Please disregard the footnote on the OJT application, as this is an error. Per Section II.B.3 of the RFA, the reimbursement level to a business may not exceed 50% of the wage rate of the apprentice for all businesses.

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General Questions

Q#1) I just received the NOF for the DOL01-AEG-3-2022: APPRENTICESHIP EXPANSION GRANT (AEG-3) Request for Applications (RFA). The posted due date is December 30, 2022 but anticipated award date of August 22, 2022. Can you please explain, or was the anticipated award date a typo?

A#1) The AEG-3 RFA was released on July 20, 2022, with a submission deadline of December 30, 2022. Applications will be accepted, reviewed, and awarded on an ongoing basis during this timeframe. The August 22, 2022, date in the Grants Gateway is a projected date for the first set of awards, but this is subject to change based on actual application submissions and review timeframes.

New Questions as of 8/25/2022 start below:

Q#2) Can RI-related instruction be provided (and reimbursed by AEG-3) by in-house existing staff to RA apprentices?

A#2) Yes. Per Section II B 1a of the Apprenticeship Expansion Grant RFA, "RI must be conducted by the RA sponsor's approved RI Provider (as indicated on the RI Availability Form AT-8) to instruct topics listed in Appendix B of the trade's training outline." If your in-house existing staff are approved RI providers, this expense is reimbursable.

Q#3) I'm reading the AEG3 RFA and have questions and possible need some Technical Assistance. Do you have TA available for non-profit applicants?

A#3) Yes. Per Section IV A of the Apprenticeship Expansion Grant RFA, "Applicants may submit questions via electronic mail to WDTD.Onestop@labor.ny.gov. Questions regarding the RFA will be accepted on an ongoing basis until December 19, 2022. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: "AEG-3 Question". Answers to all questions will be posted on the NYSDOL website (<https://dol.ny.gov/funding-opportunities-0>) on an ongoing basis until December 23, 2022."

New Questions as of 09/12/2022 start below:

Q #4) Can AEG3 be used for retaining existing employees through apprenticeship opportunities that promote from within, instead of recruiting from outside?

A #4) Yes, AEG3 funds can be used for retaining existing employees through apprenticeship opportunities as long as they meet the Participant Requirements set forth in section III.B. of the RFA: individuals not yet enrolled in a NYS RA Program who meet the minimum eligibility requirements for enrollment (Note, minimum eligibility requirements are determined by sponsors and indicated on the Apprentice Training Recruitment Notification and Minimum Qualifications Form); apprentices enrolled in a NYS RA Program no more than six (6) months prior to the RFA application submission date; and apprentices who were enrolled in a NYS RA Program under AEG-2 (See Section II.B.4. for additional information regarding the per participant cap for AEG-2 enrolled apprentices).

Q #5) How do we get approval for the in-house RI Instructors? Can this be done separately from the AEG3 Application? How so?

A #5) Yes, this is done separately from the application. All instruction providers must be approved by the New York State Education Department. Apprenticeship staff will help you meet the requirements when you are ready for that step.

New Questions as of 09/27/2022 start below:

Q #6) Regarding your response to one of my questions regarding in-house Related Instruction, can you please provide a link to these two items noted: RI Availability Form AT-8 and Appendix B of the trade's training outline (DSP and DSP Supervisor)?

A #6) The **AT8 Related Instruction Availability** form can be requested by contacting an Apprentice Training Representative in your local area. Specific contact information is available at the following link: [Apprenticeship Contacts | Department of Labor \(ny.gov\)](#)

The training outlines for the Direct Support Professional trades may be found at the following links:

[direct-support-professional-supervisor-time.pdf \(ny.gov\)](#);

[Direct Support Professional \(Time-Based\) \(ny.gov\)](#); and

[direct-support-specialist-competency.pdf \(ny.gov\)](#).

Q #7) Must funds be expunged by the original AEG-3 deadline (June 2023), or will that be extended? (Related to section II. Award Information, subsection D, page 8)

A #7) Contracts resulting from this solicitation will be awarded for a period of up to 12 months. Applicants must include only the training opportunities that can be reasonably accomplished within a 12-monthtime period. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL's discretion. The length of the extension is dependent on the original contract duration however, the contract shall not exceed AEG-3's period of performance which is currently scheduled to end June 30, 2023. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract

Q #8) Could you please confirm what documents could be included in contract negotiations for cost reimbursements to be approved (Related to Section VI. Award Administration and Information, Subsection B. Payment, p. 25)?

A #8) Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis in agreement with the cost per apprentice and hours of training indicated in the contract budget. A Contractor must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. The Contractor must provide documentation that the service was provided. Details regarding required documentation for reimbursement will be discussed following contract execution.

Q #9) Must participants graduate from the apprenticeship program for all associated participant expenses to be reimbursed?

A #9) While the goal of the apprenticeship program is to graduate apprentices, it is not a requirement for participants to graduate or complete the apprenticeship program for expenses to be reimbursed. RI and OJT costs will be reimbursed based on the organization's executed contract as well as any other allowable costs delineated in the executed contract. In addition, costs associated with participating apprentices will only be reimbursed for apprentices who meet participant eligibility as outlined in the RFA.

New Questions as of 10/19/2022 start below:

Q #10) I'm getting started on the AEG-3 application for the purposes of an OJT reimbursement for DSP/DSP Supervisor RA Program recently approved by NYSDOL. Regarding SDVOB and MWBE Requirements, if the funding from NYS is to be used internally by non- profit for OJT reimbursement for enrolled RA program participants, and no funds will be subcontracted, do we apply for a waiver for both requirements? Please advise how best to address these two requirements when funding OJT.

A #10) Yes, you will need to fill out both the SDVOB 200 – Application for Waiver of SDVOB Participation Goal, and the MWBE 101 – Application for Waiver of MWBE Participation Goal.

Q #11) I am writing to ask a question about the apprenticeship program. My youth program trains students to work in the field of architecture, engineering, construction project management. I wanted to see if these trades qualify for your program. To be clear, we do not train students in brick-and-mortar construction trades. Our training is focused on back office administrative and technology work related to real estate development.

A #11) Under the AEG-3 RFA, apprentices will enter trades in high-demand occupations, with a focus on the emerging fields of Advanced Manufacturing, Healthcare, Hospitality, and Information Technology, as well as other in-demand occupations. As this solicitation focuses on the promotion and expansion of RAs, RAs in the field of construction are the only ineligible trade

for funding. If your trades fall outside the field of construction, they would be eligible for funding.

You may find the NYS trades that have been approved to offer registered apprenticeships here <https://dol.ny.gov/apprenticeship/apprenticeship-trades>. The Apprenticeship Training Program will work with prospective sponsors to develop and design training for other skilled occupations.

New Questions as of 11/8/2022 start below:

Q #12) The OJT application attached to the application materials also notes a OSOS ID for each of the participants-which we don't have (An OSOS ID) We don't know what that is, and we asked Dan Paris and he suggested that we ask our contact for the grant.

A #12) The One-Stop Operating System (OSOS) ID will be completed by the Department of Labor as part of the contracting process.

Q #13) Can we request reimbursement for partial Fall 2022 semesters completed for RA's that have recently dropped out of the RA program, but are still employed

A #13) If the number of apprentices is reduced between application submission and when an applicant is awarded, the award would be reduced, and the Contracting Unit would negotiate/execute based on the reduced award amount. Additionally, if after an award is made and it is determined during contract negotiations that the number of apprentices covered under contract has been reduced, the award would be reduced, and the contract would be negotiated based on the reduced award amount.

If an apprentice drops out after contract execution and during the training/OJT program covered under contract, the contractor would be reimbursed on a prorated basis.

New Questions as of 11/21/2022 start below:

Q #14) Can a small WBE, TEACHMEducation Services, LLC become the lead applicant (as a sponsor) and fiscal agent for the new AEG-3 grant?

A #14) Yes, an LLC may be designated by a Sponsor of an active or probationary RA group program to be the lead applicant under AEG-3.

Q #15) The LLC is a sole proprietorship, so does not carry UI or WC, as it has a team of consultants it hires to meet the work needs. Will this impact their eligibility? If not, and the LLC does hire an employee and thereby incurs UI and WC, would it be eligible?

A #15) Per Section III.A. of the RFA, additional requirements for grant applicants include: must be in good standing with regard to the laws, rules, and regulations for: Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance. It further states Consultants and other third-party entities are not eligible to apply for funds on behalf of other organizations.

Therefore, if the LLC does not carry UI or WC, it would not be eligible. If it hired employees and incurred UI and WC, it could be eligible if it met all other program requirements.

Q #16) The LLC is also a Related Instruction provider for the Classroom Academy program. So, can they continue to provide billable related instruction if they do NOT take any indirect costs as the fiscal agent?

A #16) Yes, as an approved Related Instruction provider the LLC may continue to provide billable instruction. Note, per Section II.B.1.e of the RFA, only Group Program Sponsors or their Lead applicant who are not the Related Instruction provider are eligible for reimbursement of indirect costs.

Q #17) As an LLC, will we need to be pre-approved in Grants Gateway through the Document Vault process?

A #17) Per Section II.E. of the RFA, all Applicants are required to register in Grants Gateway but only [not-for-profit] NFP organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents.

New Questions as of 12/05/2022 start below:

Q #18) We are seeking reimbursement for OTJ training. We have 3 individuals that will make \$21.50 per hour and will work a standard 2,000 hours per year. These internships are either 6,000 or 8,000 OJT hours required to complete the full 3-year or 4-year OJT training. On the Budget Worksheet and Detailed Budget Attachment, do I use an annual number for the weeks to train (50 weeks or 2,000 hours) or the full 6,000 or 8,000 hours that the outlines call for?

A #18) The Budget Worksheet and Detailed Budget Attachment (DBA) should show the number of OJT hours for a 12-month time period (2,000 hours), as that is the contract period for this grant.

Q #19) Regarding the Notice to Individuals Submitting Applications (NISA): I don't understand what this is; we are not submitting a bid for anything.

A #19) This is a required attachment confirming that you have the authority to submit documentation on behalf of the applicant.

Q #20) Regarding the Vendor Responsibility Applicant Questionnaire (VRAQ): We are not a vendor; do we have to fill this out?

A #20) Yes, this is a required attachment for all grant applicants.

Q #21) Regarding the Lead Applicant Designation Form: We are a legal entity so do we need to fill this out?

A #21) The LADF is only applicable to sponsors of group Registered Apprenticeship programs that need to designate a lead applicant because the sponsor is not a legal entity with a Federal Employer Identification Number (FEIN).

Please note: the use of this form does not apply to all applicants. If this is the case for your application, you can note "N/A" on the form and submit.

Q #22) Regarding the EO 177 Certification: Do we need to fill this out?

A #22) Yes, this is a required attachment for all grant applicants.

Q #23) Regarding the Certification Under Executive Order No. 16: We are not a state agency, do we fill this out?

A #23) Yes, this is a required attachment for all grant applicants.

Q #24) Regarding the MWBE and the SDVOB section: Do these apply? We are not a disabled veterans or minority owned business and we are not looking to contract with any outside

entities.

A #24) Per section II.H.1.a of the AEG-3 RFA, “A Contractor awarded funds from this RFA must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract.” Additionally, per section II.H.6.a, “Contractor must document “good faith efforts” to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the contract.”

If you are requesting more than \$25,000 in grant funds, you will need to submit either the Utilization Plan or Waiver for both MWBE and SDVOB. If you plan to request less than \$25,000 in grant funds, these forms are not required.

Q #25) Our school district is applying for the DOL Expansion grant (AEG-3), do we need to submit the SDVOB Utilization Plan and the SDVOB Application Waiver forms if our budget will just be on salaries, no contracts, supplies etc?

A #25) If you are requesting more than \$25,000 in grant funds, yes, you will need to submit either the Utilization Plan or Waiver for both MWBE and SDVOB. If you plan to request less than \$25,000 in grant funds, these forms are not required.

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