

**New York State Department of Labor (NYSDOL)
Apprenticeship Expansion Grant (AEG)
Request for Applications (RFA) AEG-2
Questions and Answers Pertaining to the RFA**

(Updated 04/22/2022. New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.)

Funding opportunity announcements are available at the New York State Department of Labor website at <https://labor.ny.gov/businessservices/funding.shtm>.

Q #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?

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.

New Questions as of 08/01/2019 start below:

Q #2) In regards to the budget worksheet, our apprenticeship program runs for 4 years, so what would we put in for the amount of weeks for training?

A #2) Due to the federal expiration date of October 31, 2020 for AEG funds, applicants should include only those weeks of training and service activities that can be reasonably accomplished by that date, also keeping in mind that funds are capped at \$10,000 per participant. The earliest start date for any contract resulting from this RFA is the date of the award letter. Any activity that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement.

Q #3) Our apprenticeship program is a four (4) year program and it states in the AEG-2 description the applicants must include only those training and service activities that can be reasonably accomplished by the federal expiration date of October 31, 2020. How does this work with a four (4) year program? Also, if approved for this award how often do vouchers get sent in for wages/RI/etc. for reimbursement?

A #3) We believe that your first question is answered sufficiently by Question #2, above.

With regard to your second question, vouchers are required to be submitted on a monthly basis for reimbursement of expenses for which the contractor has paid. Reimbursement is based on service provided (see Section VIII.B. of the RFA). Once you develop a contract and it is formally executed, the 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. You must first pay for incurred expenses and then

submit a voucher to NYSDOL for reimbursement. For cost reimbursements to be approved, you will need to keep certain records, submit specific documents, and provide documentation which will be negotiated as part of the contract development process showing that the services were provided.

Q #4) Our apprenticeship program consists mainly of in-house OJT and assistance from the local college in some aspects of the training. As a result, use of MWBE and SDVOB is not applicable. Can you explain if the waivers need to be submitted and approved before we send in the application? If so, can you confirm where they need to be sent?

A #4) As per section V.D. of the AEG RFA, the MWBE Utilization Plan (MWBE - 4) and Application for Waiver of MWBE Participation Goal (MWBE - 5) are required application attachments. The MWBE Utilization Plan should list the MWBE subcontractors or suppliers the Contractor intends to use to fulfill the contract should the proposed application be awarded. If the applicant will not use subcontractors or suppliers to fulfill services or will be unable to meet the total MWBE goals, then it must submit the Application for Waiver of MWBE Participation Goal instead of the MWBE Utilization Plan (MWBE - 4).

Q #5) Does OJT wage reimbursement cap policy apply to all trades (ex. Early Childhood Associate)?

A #5) Yes. NYSDOL has established an OJT wage reimbursement cap policy for the AEG that applies to all trades. The reimbursement level to a business may not exceed 75% of the wage rate of the apprentice for businesses with 100 or fewer employees and 50% of the wage rate of the apprentice for those with more than 100 employees, up to the average hourly wage rate in NYS. Please refer to Section II.B.3 of the RFA for additional details.

Q #6) What is the process of the OJT Wage Reimbursement Cap Policy? Will it be guaranteed for all employers who have access to the AEG #2 grant?

A #6) Please see the answers to Questions #3 and #5, above. Further, we add that the applicant must receive an award letter and a contract must be in place before any reimbursement for services provided can be made, and that reimbursement for all costs funded under the grant is capped at \$10,000 per participant.

Q #7) If an employer receives funding for AEG #2 Grant can they also qualify for the Consolidated Funding Application: CUNY Apprenticeship Grant?

A #7) We cannot answer this question as it pertains to qualifying for funding under a program administered by another State entity (CUNY). As such please direct this question directly to the Q & A process set up by CUNY for their CFA opportunity.

New Questions as of 09/04/2019 start below:

Q #8) What are the reporting requirements for the grants? What kind of information you will need from us and how often?

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; MWBE Quarterly Compliance Reports; Workforce Utilization Reports; and Monthly Service-Disabled Veteran-Owned Businesses (SDVOB) Contractor Compliance Reports.

Q #9) Is there any commitment after receiving the funding? Are there any recapture requirements for the grant? Like what do we have to give back as a company? Do we have to create jobs for example?

A #9) The purpose of this RFA is to expand New York State (NYS) Registered Apprenticeship (RA) training by increasing employment opportunities for apprentices, therefore applications submitted in response to this RFA must describe what allowable services (Related instruction, On-the-Job Training, Books, and Tools) the applicant intends to provide to apprentices. Section VIII.A. of the RFA states that applicants who receive an award must be prepared to enter into contract negotiations immediately, and begin project activities (i.e., deliver services described in the application) upon execution of the contract.

Section VIII.B. goes on to say that 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. This documentation will be negotiated as part of the contract development process.

Q #10) I am not sure if the Expenditure Summary is calculating correctly. In my scenario, we are going to be training 15 apprentices via OTJ. The cost for this training is estimated at about \$45K per apprentice. With the understanding that we must contribute 50% of OTJ which is capped at \$10K per employee, we have calculated the following for the expenditure summary:

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$0	\$0	0%	0%	\$0	\$0
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$0	\$0	0%		\$0	\$0
2. Non Personal Services						
a) Contractual	\$0	\$0	0%	0%	\$0	\$0
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$150,000.00	\$150,000.00	100%	0%	\$0	\$300,000.00
Subtotal	\$150,000.00	\$150,000.00	100%		\$0	\$300,000.00
Total	\$150,000.00	\$150,000.00	100%	0%	\$0	\$300,000.00
PERIOD TOTAL	\$0					

Shouldn't the Match % calculated by 50% and be calculated as Match funds/Total?

A #10) Section II.B.3 and II.B.4. of the RFA state that the reimbursement level to a business may not exceed 50% of the wage rate of the apprentice for businesses with more than 100 employees. This means that absent any reimbursement caps, NYSDOL would reimburse up to \$22,500 per apprentice if the total cost was \$45,000. However, there is a training cap per apprentice of \$10,000. The RFA states that If the training or associated costs proposed by the applicant exceeds the \$10,000 per apprentice cap – which it does in your scenario – the applicant must pay the difference or applicant share.

This difference or applicant share includes the required 50% match for OJT (for businesses with more than 100 employees), plus any other costs that exceed the \$10,000 per apprentice cap. In the case of the scenario above, the total cost to train 15 apprentices via OJT would be 15 x \$45,000, or \$675,000. Less the \$10,000 cap per apprentice (\$150,000), this would yield a difference of \$525,000.

However, the required match is only for the OJT that is contract funded, so the “Match Worksheet” form under the Forms Menu in Grants Gateway is calculating a \$150,000 match for \$150,000 of OJT reimbursement. This required match will be included in the contract and payment is subject to documentation that this match has been made.

Q #11) From what we are reading it looks like there is a per item cost limit of \$1,000. A lot of our equipment is very expensive. Is it acceptable to split the cost of an expensive item between a group of apprentices? For example, a piece of training equipment that costs \$8,000 split between 16 apprentices would be \$500 per apprentice. Is this acceptable?

A #11) No, Section II.B.2.t. of the RFA explicitly states that any equipment, tool, textbook, or other tangible personal property with a per-unit cost of \$1,000 or more will be disallowed.

Q #12) Our Apprenticeship program has registered apprentices in New York, Massachusetts, Vermont, New Hampshire, Connecticut, Maine, and Rhode Island. Some of these are Federal Programs and some are State Programs. Would our apprentices from outside of NYS be eligible to be considered in this grant as they are all part of the EMRC-ATF (the Sponsor)?

A #12) Section VI.A.11. of the RFA states that any award must be expended on program activities in NYS. As such, applicants need to provide a reasonable assurance that at

least 75% of OJT provided pursuant to this RFA will take place in NYS; applicants must also provide adequate justification, as to be determined by NYSDOL, for any RI that takes place outside of NYS. Further, the applicant needs to provide a reasonable assurance that the apprentices to be trained will continue to work in their RA Program in NYS upon completion of the training.

Also, please note that only those apprentices enrolled in a NYS RA program are allowed under this RFA.

Q #13) Would you please tell me if the grant requires both On-the-Job Training (OJT) and Related Instruction (RI) included in the program? Or, is it permissible to provide just RI to achieve a certification?

A #13) Regarding NYS certificate of completion requirements, OJT and RI are both required as specified for the successful completion of each registered apprenticeship program. However please note that such certificates of completion are not required to receive payment under this RFA.

Regarding grant funding under this RFA, applicants can propose for the grant to fund, 1) OJT, 2) RI, or 3) both OJT and RI. Per Section VII.B.4. of the RFA, if an applicant proposes to include both types of training, a cost score will be calculated for each type and then pro-rated based upon its percentage of the overall funding request of the application. For example, if an applicant proposes 50% OJT and 50% RI, and provided all the required budget information for the OJT, but did not for the RI, the cost score would be 7.5 points (OJT: 15 points x 50% = 7.5 points + RI: 0 points X 50% = 0 points).

Also, please note that to be eligible for this RFA, an applicant must be a sponsor of an active or probationary NYS RA program; a lead applicant designated by a sponsor of an active or probationary NYS RA group program; or a signatory employer to an active or probationary NYS RA group program.

Q #14) My client is interested in applying to the AEG program solely for OJT funds to help its member businesses expand. The exact positions, trainees, and businesses cannot be identified at this time, as funds would be used on an as-needed basis (within the allotted time frame). Therefore, in the budget detail worksheet, can the OJT table be filled out with businesses/positions/wages that are best representative of the local current market and what we believe will be the need?

A #14) In order to receive full points under Section VII.B.4.b. of the RFA, an applicant needs to clearly provide all of the following information in their budget: the trade/occupation (and corresponding O*NET codes) of those to receive OJT, the number of openings for each trade/occupation, the starting hourly wage of each apprentice, the hours of OJT per week, the number of weeks of OJT, the percentage of the apprentice's wage rate to be reimbursed, and the total cost to the grant.

Furthermore, in order to receive points under Section VII.B.2 of the RFA, an applicant must provide the number of apprentices to be trained, the occupations/trades in which they will be trained, and the O*NET codes for those occupations/trades. The applicant

must also provide a complete description of each of the covered components of the apprenticeship training program for which the applicant is seeking reimbursement.

All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services described in your application. Given that funds under AEG-2 are released on a cost reimbursement basis in agreement with the cost per apprentice and hours of training indicated in the contract budget, it is reasonable to complete your budget worksheet based on the local current market and what you think your client will need, provided that you also supply the information required to receive points under Sections VII.B.4.b. and VII.B.2 of the RFA, as detailed above.

Finally, per section VIII.A. of the RFA, applicants that receive an award under this program, who successfully register at least 80% of the planned number of apprentices into their RA program or have expended at least 80% of the awarded funds, may apply again if funding and time remain.

Q #15) A question on Attachment CTC: What part of this form needs to be completed?

A #15) This form is informational. You are not required to complete this attachment and submit it through Grants Gateway. The RFA will be updated.

Q #16) A question on Attachment VRAQ: We are not sure about the vendor ID # - is this something that we should have?

A #16) You will need a New York State Vendor Identification Number if you wish to file the required Vendor Responsibility Questionnaire (VRQ) online. All applicants, except those that are classified as "Exempt" from Vendor Responsibility requirements must complete a VRQ as part of their application. It is recommended that applicants file the required VRQ online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the instructions available at <http://www.osc.state.ny.us/vendrep/> or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672, 518-408-4672, or by email at ciohelpdesk@osc.state.ny.us.

Q #17) A question on Attachment NISA: How do I fill in the fields at the top of this form (i.e., "Applicant," "Request for Applications #," "Title," "Bid Number," and "Application Filing Period."

A #17) On the Notice to Individuals Submitting Applications attachment, please fill in the following for these fields: Applicant should be your organization's name; Request for Applications # should be "AEG-2;" Title should be "Apprenticeship Expansion Grant;" Bid Number should be "AEG-2;" and Application Filing Period should be "6/18/19 – 4/30/20."

Q #18) A question on Attachment MWBE-1: Should we be putting a % in the MWBE Contract Goals section? Or do we just need to sign at the bottom?

A #18) Yes, you should be putting a percentage in this section. As stated in Section IV.1.A. of the AEG-2 RFA, NYSDOL has established an overall goal of 30% for MWBE participation in this RFA, 15% for NYS-certified minority-owned business enterprises (“MBE”) participation and 15% for NYS-certified women-owned business enterprises (“WBE”) participation. The percentages you place in these boxes represent the goals you will set forth in the contract.

Q #19) A question on Attachment MWBE-2 – EEO 100 (EEO Staffing Plan): We are just looking for this grant to fund OJT for only one apprentice. What would be the job category for that apprentice? Should we enter the entire workforce? Do I include the perspective apprentice in the staffing plan totals?

A #19) You will need to select which job category best fits the job of the perspective apprentice. The Equal Employment Opportunity Staffing Plan (EEO 100) is to be completed in accordance with the proposed training program. As stated in section III.C. (Equal Employment Opportunity (EEO)) of the MWBE Appendix, “To ensure compliance with this section, the Contractor shall submit an Equal Employment Opportunity Staffing Plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories.”

New Questions as of 09/25/2019 start below:

Q #20) The Detailed Budget Worksheet and the Budget Worksheet: for the hourly wages do we use the rate that is on the AT-10 for those trades or the wage that we are currently paying the apprentice? The current wage is a little higher than what is on the AT-10’s.

A #20) Upon grant award, a contract is developed and formally executed. Funds are then released on a cost reimbursement basis in agreement with the cost per apprentice and hours of training indicated in the contract budget, therefore applicants should include an hourly rate on their detailed budget worksheet that they can reasonably assume will be paid to an apprentice. If it is anticipated that the apprentice will receive a raise during the contract period, the starting wages and the anticipated raises should be shown. The wages can reflect the rate that is on the AT-10 for that trade, or it can be a higher amount, if the apprentice is being/will be paid a higher amount.

New Questions as of 09/26/2019 start below:

Q #21) Is an organization able to submit two applications for two separate programs?

A #21) No, only one application is allowable per applicant however; each application can cover multiple occupations/trades.

Please note that, per section VIII.A. of the RFA, applicants that receive an award under this program, who successfully register at least 80% of the planned number of apprentices into their RA program, or have expended at least 80% of the awarded funds may apply again, if funding and time remain. Therefore, applicants always have the opportunity to re-apply, should they meet their goals and have need of further funding.

New Questions as of 11/15/2019 start below:

Q #22) I could not find instructions concerning how to calculate the expenses subject to MWBE/SDVOB targets. Can you please point me in the right direction? I'm assuming it is just OTPS items like tools and books, correct?

A #22) Other Than Personal Services (OTPS) are budget items that the applicant will procure from subcontractors and suppliers from the open market. MWBE/SDVOB contract goals will be reviewed post award to achieved maximum feasible participation.

Q #23) For organizations without a federally approved indirect cost rate, I understand we can assume 10%. Can you please clarify if we can take 10% of the total contract value or if it should be 10% of direct costs? In other words, if we are asking for \$300,000, can we assume \$30,000 in indirect costs or \$27,272?

A #23) Section VI.C.1.b. of the RFA states that if the applicant does not have a rate approved by the Federal government, then indirect costs for this funding opportunity may be reimbursed at 10% of the modified total direct costs. Modified total direct costs are defined at [2 CFR 200.68](#). Please note that, as stated in Section VI.C.1.b of the RFA, indirect costs are only available to group program sponsors or their lead applicants who do not directly provide Related Instruction or employ the apprentice for On-the-Job Training.

Q #24) 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?

A #24) 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.

Q #25) 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?

A #25) 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.

Q #26) Can you please clarify the difference between a "Program Sponsor" and a "Group Program Sponsor?" The RFA uses both, but they seem to be the same thing? If an organization is the designated sponsor on an NYS RA, not the RI or OJT providers, are they considered a Group Program Sponsor and therefore able to assume indirect costs?

A #26) A sponsor is a broader term and is used throughout the RFA in a general context. A sponsor is referring to any of the four types of sponsorships that include:

1. Employer (Individual Non-Joint)
2. Employer and a union (Individual Joint)
3. Group of employers (Group Non-Joint)
4. Joint Apprenticeship Committee (JAC) representing both employers and a union or unions (Group Joint)

The reference to Group Program sponsors, either non-joint or joint, is specifically referring to the group type programs. In these cases, the sponsor represents two or more employers and the Group Program Sponsors (or their Lead applicant) who are not the RI training provider or the OJT employer, are eligible for reimbursement of indirect costs, if incurred. Refer to the Indirect Costs in Section VI.C.1.b. of the RFA for an explanation of these costs.

New Questions as of 12/26/2019 start below:

Q #27) On page two of the OJT Application, Table 1 reads: “Name of the Individual to be Hired.” Since our apprentices are current employees whose AT-401 start date was on August 27, 2019, can we still include their names in that section?

A #27) Section VIII.B. of the RFA states that “a contractor will be required, if applicable, to complete an on-the-job training application for each apprentice if they are requesting funding for any OJT. These applications will be completed during contract negotiations.”

OJT Plans are not required as part of the grant application.

Q #28) We are proposing to provide OJT to nine existing employees whose AT-401 start data was on August 27, 2019. Given that start date, am I correct that the deadline for our AEG-2 application would be 2/27/20 given that the RFP reads that eligible participants include “apprentices enrolled in a NYS RA Program no more than six months prior to the RFA application submission date”?

A #28) Section III.B. of the RFA states that eligible participants include those apprentices who have been enrolled in a NYS RA Program no more than six months prior to the RFA application submission date.

For example, if the application submission date is 2/1/2020, then any apprentice with an enrollment date on or after 8/2/2019 may be eligible under this RFA.

Q #29) Since we are only applying for OJT wage reimbursement and not equipment, services or supplies, to what extent do we need to submit the MWBE and SDVOB utilization plans?

A #29) If an applicant is applying for OJT wage reimbursement only, the MWBE 101 – Application for Waiver of MWBE Participation Goals and SDVOB 200 – Application for Waiver of SDVOB Participation Goal will be required at application submission,

indicating the Total Waiver and the reason for the waiver request, stating that the applicant is applying for OJT wage reimbursement only.

New Questions as of 01/07/2020 start below:

Q #30) Does the 75% wage reimbursement cover just gross wages or gross wages plus payroll costs (disability, workman's comp, social security)?

A #30) The 75% wage reimbursement is for gross wages only.

New Questions as of 01/30/2020 start below:

Q #31) Regarding the EEO Staffing Plan, do we need to provide data for all Schenectady ARC employees or just the apprentices involved in our program?

A #31) Based on the instructions on page two of the MWBE-2 attachment (EEO-100 Staffing Plan), where the workforce to be utilized in the performance of the State contract can be separated out from the contractor's total workforce, the applicant shall complete this form only for the anticipated workforce to be utilized on the State contract. Where the workforce to be utilized in the performance of the State contract cannot be separated out from the contractor's total workforce, the applicant shall complete this form only for the contractor's total workforce.

Q #32) We were advised by DOL in the FAQ to submit only the MWBE and SDVOB waiver forms since we're only applying for OJT funding. Do those need to be submitted to and approved by the SDVOB and MWBE Administrators prior to being included in the application packet?

A #32) No, these forms do not need prior approval by the SDVOB and MWBE administrators. These forms would be uploaded into the Grants Gateway system during submission of the application.

Q #33) I'm not clear as to which portion of the combined Attachment A-1 and A-2 form to complete. It appears to be only the "Contractor's Designee" section.

A #33) This form is for informational purposes only. You can upload a blank Combined Terms and Conditions A-1 and A-2 attachment to complete the requirement in Grants Gateway.

Q #34) If we're only applying for OJT funding, do we still need to include our related instruction component as part of the work plan?

A #34) No, if you are not applying for funding to support RI, then you do not need to include information on RI for AEG grant purposes. The Apprenticeship Office will have your RI information on file. As per Section VI.B.3. of the RFA, applicants will define the objectives, tasks, and performance measures that will detail the proposed plan to

ensure training and service activities as **identified** in the program design. Please refer to the trades relevant training outline for guidance in developing the work plan. A list of active trades and their corresponding training outlines can be found here:

<https://labor.ny.gov/apprenticeship/general/occupations.shtm>.

Q #35) Regarding the Lead Applicant Designation Form, we are not a group Registered Apprenticeship Program and therefore do not have a lead applicant. Should we still complete this form?

A #35) Please refer to the response for Q #25.

Q #36) If we have an apprentice who begins in July of 2020, for example, does that mean that we can only seek reimbursement for OJT wages through October 31, 2020 (the stipulated contract end date) or can be invoice for reimbursement beyond that date?

A #36) Per Section II.D. of the RFA, the earliest start date for any contract resulting from this RFA is the date of the award letter, with a contract end date of no later than October 31, 2020. There is a federal expiration date of October 31, 2020 for AEG funds, therefore applicants must include only those training and service activities that can be reasonably accomplished by that federal expiration date.

New Questions as of 02/18/2020 start below:

Q #37) Are program sponsors able to use AEG-2 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.

A #37) Yes, per section II.B.3. of the RFA, NYSDOL has established an OJT wage reimbursement policy for AEG-2. The reimbursement level to a business may not exceed 75% of the wage rate of the apprentice for businesses with 100 or fewer employees and 50% of the wage rate of the apprentice for businesses with more than 100 employees.

Q #38) Per the AEG-2 RFA, grant funds can be used for textbooks or training materials associated with RI, however, funds will not pay for the cost of hardware, software, or internet service needed to access the instruction. Based on our Apprenticeship Program structure, some RI requires the use of electronic textbooks and/or training materials. Please advise if grant funds would be able to cover the cost of these specific materials.

A #38) Grant funds will pay for electronic text books and/or training materials. It will not pay for hardware, software, or internet services required to access them (AEG-2 Section II.B.1.). For instance, if a participant needs a tablet to read an electronic textbook, or a personal computer or laptop to run a training application, use of AEG-2 funding would not be allowed.

Q #39) Can grant funds be used to purchase items such as iPads or Chromebooks for the enrolled Apprentices?

A #39) As stated in Section II.B.1. of the AEG-2 RFA, any tools directly associated with 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 a per-unit cost of less than \$1,000 are allowed.

Q #40) I have a follow-up question regarding the EEO Staffing Plan form discussed in question #31. We have 13 prospective employees who will be participating in our apprentice program. Since they have yet to be hired, how should we reflect them in the EEO Staffing Plan since we don't know their gender or race? Thanks.

A #40) Form EEO 100 includes a section that allows the applicant to specify whether the workforce identified are solely for this contract, or their workforce in total. Where the work force to be utilized in the performance of the contract can be separated out from the contractor's total work force, the contractor shall complete this form only for the anticipated work force to be utilized on the contract. Where the work force to be utilized in the performance of the contract cannot be separated out from the contractor's total work force, the contractor shall complete this form for the contractor's total work force. In your case, as you have not yet hired apprentices for this contract, it would be best to choose the latter option and fill out form EEO 100 for the contractor's total work force.

New Questions as of 06/17/2020 start below:

Q #41) We are signatory to a NYS RA Group Program that has applied for funds under AEG-2. We are currently exploring the possibility of opening our own RA program. If we choose to become our own program sponsor, will the AEG-2 RFA application submitted by the Group Program we are signatory to become our grant, or will we have to reapply for the AEG-2 grant, since we will no longer be signatory to that Group Program?

A #41) The AEG-2 RFA application that was submitted by the Group Program you are signatory to will not become your own application; you would need to apply for the AEG-2 RFA as the program sponsor in order to receive reimbursement for the costs of training your apprentices.

Please note, for any apprentices that transfer out of the RA Group Program into your own program, the Group Program would not be eligible to receive reimbursement for those apprentices for the same time period.

Q #42) We are interested in starting an apprenticeship program to train teachers' aides. If our prospective apprentices pay for courses towards their master's degree, how would that affect RI reimbursement under this RFA?

A #42) Per Section II.B.1.a, the cost of RI shall be reimbursed based on a per apprentice amount, in accordance with standard tuition rates for RI that may be published (or in the case of trainers who do not have a published tuition rate, may be calculated using the method described in the Tuition Rate (TR) attachment in Section IX of the RFA).

However, Section II.B.1.a also notes that, for the use of RI funds under this RFA, apprentices cannot contribute to the cost of the RI. Additionally, Section II.B.2 states this RFA will not pay for any item or cost that has also been paid for or contributed to by the apprentice.

Also, please note that all RI must be conducted by the RA sponsor's approved RI Provider to instruct topics listed in Appendix B of the trade's training outline (as per Section II.B.1.a.).

New Questions as of 10/16/2020 start below:

Q #43) As we are finalizing the application and budget, we need assistance clarifying several forms. In the Grants Gateway we completed an Operating Expenditures budget for the program. This information does not seem to be collected in the required Budget Attachment and Budget Worksheets in order to calculate the indirect costs. Because we are a JAC, the operating expenses for the Classroom Academy would be used to establish a working space within the lead applicant organization and address the additional program management costs of establishing the Apprenticeship model, coordinating OJT and Related Instruction. How should these costs be reported?

A #43) Section one of the Budget Worksheet (Attachment – BW) asks for an applicant's total budget for Direct Costs (i.e., On the Job Training (OJT) and Related Instruction (RI)) and Indirect Costs (e.g., administration, personnel, security, and overhead). Indirect costs are described in more detail in section three of the budget worksheet. Further information on the entry of indirect costs can be found on page 4 of Attachment DBA – Detailed Budget Attachment.

The operating expenses would be limited to your approved federally recognized indirect cost rate negotiated between you and the Federal Government if such a rate exists, and if no rate exists, then at 10% of the modified total direct costs.

More instructions related to the input of expenditures can be found on page 14 of the "AEG-2 RFA 2019-20 Grants Gateway Application Instructions." For the purposes of entering categories into Grants Gateway, you will only need to enter information into "Operating Expenses Detail" (for indirect costs) and "Other Expenses Detail" (For RI, OJT, books and tools).

Q #44) If you have an RA approved in CT and you want to offer it in NY--can you apply for this RFA or do you need to first need to have the RA approved in NY?

A #44) Funding under this opportunity is for NYS RA programs only, so an RA program approved in Connecticut would not be eligible unless it was also approved in NYS. Per Section III.A. of the RFA an eligible applicant must be a sponsor of an active or probationary NYS RA program, a lead applicant designated by a sponsor of an active or probationary NYS RA group program, a signatory employer to an active or probationary NYS RA group program (please note that signatory and NYS RA group program awardees cannot serve the same apprentices), or be an applicant for a NYS RA program whose application has been received by NYSDOL and posted on the NYSDOL website for public comment

Q #45) I didn't see IT/Cybersecurity in the list of in demand occupations--are they under professional services or how are they identified? For motion picture and sound--is digital video editing RA's appropriate?

A #45) Priority industries identified under this RFA are **Advanced Manufacturing, Healthcare, Hospitality, and Information Technology**, as well as other regional priority industries.

Priority industries vary by area. A list of these areas, their corresponding economic development plans, and the priorities 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).

Additional points in the scoring of applications will be given to projects proposing to hire apprentices in the priority industries of **Advanced Manufacturing, Healthcare, Hospitality, and Information Technology**.

RAs in the field of construction (O*NET Family Code 47) are not allowable trades/occupations under this AEG RFA unless the trade is to be used for the upkeep and maintenance of a facility owned by the business entity employing the apprentice, such as plant maintenance trades. Additional information on approved RA trades (as well as how to apply for a new trade) can be found at: <https://www.labor.ny.gov/apprenticeship/appindex.shtm>

Q #46) Timelines--there are several timelines--is March 2020 still the correct date, or is it April 2020 as listed in the FAQ?

A #46) As of the time of this writing, the deadline to submit applications for the AEG-2 RFA is ongoing, but no later than March 26, 2021.

New Questions as of 07/09/2021 start below:

Q #47) We are starting our application to become a registered apprenticeship program in New York. If we can have our application posted for public comment before August 13th, would we be eligible to apply for this grant? (If that won't work, what is needed for us to be able to apply?)

A #47) Per Section III.A. of the RFA the applicant eligibility criteria includes:

- a sponsor of an active or probationary NYS RA program

- a lead applicant designated by a sponsor of an active or probationary NYS RA group program
- a signatory employer to an active or probationary NYS RA group program (please note that signatory and NYS RA group program awardees cannot serve the same apprentices), or
- An applicant for a NYS RA program whose application has been received by NYSDOL and posted on the NYSDOL website for public comment.

Q #48) If we qualify to submit an application before August 13th and we submit our application, do we have more time to answer any questions that your department has and work through the process? (Is the deadline just for the application to be submitted? Or is the deadline for a decision to be made?)

A #48) The August 13, 2021 deadline is the deadline by which eligible applicants must submit their proposals. Provided that you are eligible - per the criteria above - by that date, you will be able to submit a complete proposal. Please note that, per Section V.E. of the RFA, the latest possible contract end date is December 31, 2022 - so there should be sufficient time for you to have your program fully approved and train apprentices before the program end date.

Q #49) How much funding for AEG-2 is left? (Would we be able to qualify for \$300k?)

A #49) As of July 9, 2021, there is \$138,081 in statewide activity funds remaining to award applicants. Should additional grant funds become available, the RFA will be updated, republished, and notifications will be sent out as quickly as possible. Please keep in mind that if additional grant funds do become available, applicants awarded a grant through this RFA may re-apply for up to an additional \$300,000 after successfully registering 80% of the planned number of apprentices into their AEG-2 awarded NYS RA program (see Section II.A. of the RFA).

Q #50) How much funding does NYSDOL have left to use remaining available Statewide Activities funding to extend the terms? (The AEG Word Document stated that when federal funds run out, NYSDOL will also provide funds to help contribute to expanding apprenticeships.)

A #50) There are no remaining federal funds (authorized by the Consolidated Appropriations Act of 2016 for ApprenticeshipUSA State Expansion Grants) to award applicants. All remaining awards will be funded via statewide activity funds.

Q #51) What constitutes a "probationary NYS RA program"?

A #51) Newly approved NYS Registered Apprenticeship 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>

New Questions as of 08/20/2021 start below

Q #52) We've received a four-year federal apprenticeship grant for which we are training apprentices in US DOL registered titles. Under the AEG-2, are there any restrictions in terms of braiding or combing funding for dually registered (Federal and NYS) programs? In other words, can we use AEG money for programs that are partially funded by federal grants, thereby increasing our per participant training monies?

A #52) There are no restrictions on what sources of funding are used to train apprentices. As stated in the AEG-2 RFA, NYSDOL will provide awardees with up to \$10,000 for each apprentice under this RFA; applicants may request funding to support as many apprentices as possible within the \$300,000 maximum award amount (Section II.B.). If the training or associated costs proposed by the applicant exceeds the \$10,000 per apprentice cap, the applicant must pay the difference. Note that this is a cap per apprentice, not an average cost of all apprentices identified in the application (Section II.B.4.)

Please note that contractors should follow the requirements of both state and federal funds and must clearly delineate the costs and reporting attributed to AEG-2 and any other federal funding source(s). In addition, federal regulations have defined commingling as depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure. Therefore, AEG-2 funds can only be consolidated with other federal, state, local, and private funding sources if there is a clear audit trail linking expenditures to said source(s).

New Questions as of 12/20/2021 start below

Q#53) Are Community Colleges who are registered association sponsors eligible to apply for the expansion grant?

A#53) We currently have two expansion grants out.

If you are inquiring about the Apprenticeship State Expansion (ASE) Grant, an eligible Applicant must be a sponsor of an active or probationary NYS Registered Apprenticeship (RA) Group Program, or a lead applicant designated by a sponsor of an active or probationary NYS RA Group Program, or be an applicant for a NYS RA Group Program whose application has been received by NYSDOL and posted on the NYSDOL website for public comment. (see <https://dol.ny.gov/apprenticeship/sponsors-and-programs>). Group Program sponsors include but are not limited to: industry associations; labor-management associations; and/or a group of employers. To learn more about Group Apprenticeship Programs and to learn if you may be eligible to apply to become a sponsor of an NYS RA Group Program, contact your local NYSDOL Apprenticeship office (see <https://labor.ny.gov/apprenticeship/contactus.shtm>).

If you are inquiring about the Apprenticeship Expansion Grant (AEG), an eligible applicant must be a sponsor of an active or probationary NYS RA program, a lead applicant designated by a sponsor of an active or probationary NYS RA group program, a signatory employer to an active or probationary NYS RA group program (please note that signatory and NYS RA group program awardees cannot serve the same apprentices), or be an applicant for a NYS RA program whose application has been received by NYSDOL and posted on the NYSDOL website for public comment. (see: <https://dol.ny.gov/apprenticeship/sponsorsand-programs>). Sponsors include individual employers, groups of employers, or partnerships between an employer(s) and a labor union(s). To learn if you may be eligible to apply for a NYS RA program, contact your local NYSDOL Apprenticeship office (see: <https://labor.ny.gov/apprenticeship/contactus.shtm>).

New Questions as of 01/21/2022 start below:

Q#54) Are there still available resources under the Apprenticeship Expansion grant?

A#54) The Apprenticeship Expansion Grant (AEG) is still open. Applications will be reviewed and awarded on an ongoing basis until the deadline, July 01, 2022 at 4:00 P.M., while funds remain available. At the time of this writing, there is \$1,850,000 in funding available.

New Questions as of 02/01/2022 start below

Q#55) I have an organization interested in becoming a Group Sponsor for the Building Maintenance Mechanic program (100%) and possibly Energy Efficiency Tech (NYSERDA).

Q#55a – Do they qualify for ASE-1 grant if they apply for those trades? Or maybe just 1?

A#55a) Both Apprenticeship State Expansion (ASE) and Apprenticeship Expansion Grant (AEG) are designed to expand Registered Apprenticeship (RA) in NYS. Therefore, any RA in the field of construction (O*NET Family Code 47) is prohibited, unless the trade is to be used for the upkeep and maintenance of a facility owned by the business entity employing the apprentice, such as plant maintenance trades. The occupations that are allowed would depend on the O*Net designation as determined by targeted job duties.

The aforementioned Building Maintenance Mechanic program may be allowable if designated as O*Net 49-9071.00, Maintenance and Repair Workers, General or other allowable O*Net family. However, Energy Efficiency Tech may not be allowable if designated as O*Net 47-2152.04, Solar Thermal Installers and Technicians or other prohibited O*Net title. Learn more about O*Net titles in Section III.C of AEG or II.B.1 of ASE.

Q#55b – Do they qualify for the AEG2 grant if they apply – they are looking to at have at least 25 apprentices for this program.

A#55b) Both ASE and AEG have similar applicant eligibility requirements. The main difference between the two grants is that ASE requires the applicant to be a sponsor of a group program while AEG does not. Eligible Applicants must, as defined in Section III.A of both RFAs, be:

For ASE - A Group Program Sponsor or their Lead applicant (those applicants who are designated by a sponsor of an active or probationary NYS RA group program).

For AEG - A sponsor of an active or probationary NYS RA program, a lead applicant designated by a sponsor of an active or probationary NYS RA group program, a signatory employer to an active or probationary NYS RA group program.

There are many variables that determine if an applicant could qualify for an RA grant. Generally, if an applicant should develop an RA program that was not prohibited and the applicant meets all applicant/minimum eligibility, they could qualify for funding. Please see the full RFA text of ASE and/or AEG to be certain all requirements are met. The RFAs can be found on the New York State Department of Labor Funding Opportunities webpage at <https://dol.ny.gov/funding-opportunities-0>.

Q#55c – Based on the NYDOL draft I have for the Energy Efficiency Tech training program (Appendix A &B) – the O-net code is 13-1199.01. Based on that and the information you provided below, does that mean it would qualify for both the ASE & AEG-2 grants?

A#55c) O*Net code 13-1199.01, Energy Auditors, has been retired. Energy Auditors is now considered O*Net code 47-4011.01. The O*Net page for this title can be viewed here: <https://www.onetonline.org/link/summary/47-4011.01>

Registered Apprenticeship Programs in O*NET Family Code 47 are prohibited, unless the trade is to be used for the upkeep and maintenance of a facility owned by the business entity employing the apprentice, such as plant maintenance trades. Therefore, the RA you describe would not be eligible for either AEG or ASE funding.

New Questions as of 04/22/2022 start below

Q#56) According to the RFA “Additional points in the scoring of applications will be given to projects proposing to hire apprentices in the priority industries of Advanced Manufacturing, Healthcare, Hospitality, and Information Technology.” I am working with an applicant proposing apprenticeships in the Transportation and Material Moving field, (i.e., providing training to apprentices to earn a Class A Commercial Driving license). Would an application outside of the "priority industries" referenced about be competitive?

A#56 – While Applicants can receive up to five additional points in scoring for proposing projects in the priority industries, applications for proposed training in other industries would still be competitive for award.