CA Opportunity Youth Apprenticeship (COYA) Grant
PY 2024-2026

Questions and Answers

Eligibility

Q1: Will there be a WIOA eligibility or enrollment requirement for grantees to serve eligible participants?
A: WIOA Youth or Adult eligibility is <u>one</u> of possible criteria in meeting the requirement for those served by this grant, however it is not required that all participants served by this grant be WIOA eligible or enrolled. All grantees need to demonstrate that participants are within the eligible age range and obtain proof that a participant meets <u>one of the following criteria</u>:

- Currently or formerly foster youth
- Currently or formerly Pell eligible
- Currently or formerly WIOA Youth or Adult eligible
- Currently or formerly enrolled in a Title 1 school
- Residing in a high poverty census tract
- Formerly incarcerated
- Youth parent
- Person with disability

Q2: Can a pre-apprenticeship be planned to align with a DAS Apprenticeship that is still in the planning stages?
A: No. Assuming that this organization is inquiring about a Pre-Apprenticeship planning grant, if the target Apprenticeship Program which that planned Pre-Apprenticeship aims to partner with is not yet registered, then that application will not be eligible for funding. The programs must already be registered with DAS at the time of proposal submission to count towards meeting these grant requirements, where applicable.

Q3: Do all completers need to be Opportunity Youth? If not, what is the percentage?
A: Eligible grant applicants must demonstrate a history of at least 2 years of serving opportunity youth in education, employment or workforce programs and have demonstrated successes in supporting opportunity youth to access employment. An eligible program may serve a broader population than just opportunity youth, however only the opportunity youth as defined as the target population for this grant may be funded by this grant and reported towards performance on this grant.

Q4: Are for-profit entities eligible to apply for this program? I ask because the program solicitation, found [here](), provides a list of eligible applicants on page 7, and states that for-profit entities are ineligible to apply; however, Exhibit A of the program allows applicants to check off "private for-profit as their entity type.
A: For Profit entities **are not eligible** for this funding. That section of Exhibit A is how they will be screen out.

Q5: Are for-profit entities allowed as sub-contractors for grant funds?
A: For Profit entities are not eligible to be direct recipients of COYA funding, however they can be subcontractors for the grant funds. All partners should be clearly articulated both in the proposal narrative, outcomes and deliverables (as relevant) and budget narrative.

Q6: Is it the building [trades] that cannot apply or any program that includes in whole or in part a pre-apprenticeship pathway that does cover the building trades as one option but as stated it includes certifications that are recognized and grants access to any trade apprenticeship program?
A: Each submission for funding should be for a particular target occupation, and that target occupation must meet the sector eligibility. Occupations in the building and construction trades are NOT eligible for this funding. These include the building and construction programs that are within the jurisdiction of the CAC, the council established pursuant to Labor Code Section 3070.

Q7: Can an organization be a sub-grantee (contractor) for an applicant organization applying for the Apprenticeship Implementation opportunity AND independently be an applicant for the Pre-Apprenticeship Planning Grant?
A: Yes, it is possible that an organization could be the primary applicant on one proposal and a listed partner organization in another proposal. However, if both are awarded, eligible activities and participants served through the grant funding cannot be counted towards both grants. The activities and the participants served must be unique to each grant.

Q8: Is a fiscally sponsored project eligible to apply while awaiting 501(c)(3) status approval? Should the organization apply under the 501(c)(3) certified umbrella organization?
A: The Eligible entity types include: Non-profit Community-Based Organizations, Workforce Development Boards, Unions, Local Education Agencies (Community Colleges, County offices of education o K-12, Adult Education o Regional Occupational Programs, Regional consortia of community college districts), Apprenticeship Intermediaries and Apprenticeship program sponsors.

Q9: Our COYA-AP's proposal's goal is a formal memorandum of understanding (MOU) with an existing DAS registered RAP that formalizes the relationship, which will include at least the recruitment of opportunity youth into the apprenticeship and also offers supportive services for opportunity youth during the apprenticeship. Here is our question: The target RAP is currently being reviewed by DAS (file number has been assigned already) and we hope for an approval in a month or two. Can we go ahead and apply?
A: The Apprenticeship Program must be already registered and approved by DAS at the time of submission.

Q10: For the COYA-PP grant, does the pre-apprenticeship program already need to be a registered and approved DAS pre-apprenticeship program? Or can we apply for this grant while we are in the process of becoming a registered DAS pre-apprenticeship program? (We have well over two years of experience in connecting opportunity youth to employment.)
A: For the Pre-Apprenticeship Planning grant, organizations can be in the process of registering the Pre-Apprenticeship with DAS. Applicants must identify a target occupation(s) for which the Pre-Apprenticeship is training for, and a target DAS RAP with which the applicant plans to develop a formal Memorandum of Understanding (MOU). The target DAS RAP must already be fully registered with DAS.

Q11: Can we work with more than one opportunity youth group?
A: Yes, you can work with participants in more than one opportunity youth group.

Q12: Are we as the Program Sponsor/ Employer eligible to apply for the COYA Grant?
A: Please refer to Solicitation for Proposals section 4. Program sponsor is eligible to apply for the COYA Grant. For-profit entities and Building Trades occupations are not eligible to apply for the COYA Grant.

Q13: I would like to apply for the <u>Planning Pre-Apprenticeship Grant</u> for an HVAC occupation. I see that there is a restriction on building and construction trades programs but that the public sector is acceptable. My question: Is it acceptable to apply under this grant for a pre-apprenticeship program for <u>HVAC</u>?
A: Building Trades: Programs serving occupations in the building and construction trades are NOT eligible for this funding. These include the building and construction programs that are within the jurisdiction of the CAC, the council established pursuant to Labor Code Section 3070.

Q14: Could an organization classified under the trade of construction apply if their pre/apprenticeship program focuses on the electrical aspect of their profession? The trade is construction, however, the occupation would be electrician.
A: Building Trades: Programs serving occupations in the building and construction trades are NOT eligible for this funding. These include the building and construction programs that are within the jurisdiction of the CAC, the council established pursuant to Labor Code Section 3070. An electrician is considered within the construction trades and therefore the jurisdiction of the CAC.

Q15: As a county office of education, are we eligible as a priority for receiving COYA grant funds? We receive grant funds through another partner, which was the pre-apprenticeship sponsor?
A: County offices of education are eligible to receive COYA grant funds. Funding priority will be given to organizations that have not directly received a California Apprenticeship Initiative (CAI) grant for the occupation for which they are applying in the COYA Grant.

Q16: Would we be able to serve 18 - 24 only?
A: While apprenticeship and pre-apprenticeship programs can serve a broader population, participants served through this grant funding must fall within the target population to be served in the COYA grant, which is opportunity youth age 16-24.

Q17: The Apprenticeship Implementation path lists an award floor of $500,000 and an amount per apprentice of $10,000. Does this mean that the apprenticeship program has to serve a minimum of 50 youths during the term in order to qualify?
A: That is correct. For the Apprenticeship Implementation grant, the award amount is up to $10,000 per DAS registered apprentice and an award range of $500,000 to $2,000,000. Therefore, the minimum projected number of participants served is 50 participants.

Q18: I noticed that IACA didn't include clean energy/cleantech. I'm assuming this sector would be included in the definition "sectors outside of the building and construction trades".
A: The sector is determined by the occupation area – see section 4.2 of the SFP. The eligible sectors include:
- The eligible sectors for the COYA Grant include all IACA connected programs. These are programs that serve occupations across all sectors of the economy except for the building trades. As examples, this includes healthcare, education, advanced manufacturing, information technology, public sector, transportation and more.

- Fire Trades: Programs serving occupations in the fire trades are eligible to apply for this funding, however any new apprenticeship programs serving these occupations shall meet the conditions specified in subdivision (b) of Labor Code Section 3075 and the proposal must be approved by the California Apprenticeship Council (CAC), the council established pursuant to Labor Code Section 3070.

The clean energy / cleantech occupations can span both building trades and non-building trades occupations, therefore eligibility will be determined based on the occupation.

Q19: We are planning to apply for the Pre-Apprenticeship Planning Grant. Is there someone we can speak with to see if Marine Research Technician qualifies for the Apprenticeship Planning Grant?

A: The sector is determined by the occupation area – see section 4.2 of the SFP. The eligible sectors include:

- The eligible sectors for the COYA Grant include all IACA connected programs. These are programs that serve occupations across all sectors of the economy except for the building trades. As examples, this includes healthcare, education, advanced manufacturing, information technology, public sector, transportation and more.

- Fire Trades: Programs serving occupations in the fire trades are eligible to apply for this funding, however any new apprenticeship programs serving these occupations shall meet the conditions specified in subdivision (b) of Labor Code Section 3075 and the proposal must be approved by the California Apprenticeship Council (CAC), the council established pursuant to Labor Code Section 3070.

Currently, DAS has one program registered with the occupation of Marine Technician and this is an IACA occupation.

Q20: The organization focuses on the digital art industry. Could you confirm if this qualifies as an eligible industry for the COYA grant?

A: The sector is determined by the occupation area – see section 4.2 of the SFP. The eligible sectors include:

- The eligible sectors for the COYA Grant include all IACA connected programs. These are programs that serve occupations across all sectors of the economy except for the building trades. As examples, this includes healthcare, education, advanced manufacturing, information technology, public sector, transportation and more.

- Fire Trades: Programs serving occupations in the fire trades are eligible to apply for this funding, however any new apprenticeship programs serving these occupations shall meet the conditions specified in subdivision (b) of Labor Code Section 3075 and the proposal must be approved by the California Apprenticeship Council (CAC), the council established pursuant to Labor Code Section 3070.

The digital art industry would be considered an IACA set of occupations.

Submission

Q21: Can an organization apply for both Pre-Apprenticeship and Apprenticeship? Is an organization able to submit more than one application?

A: Yes, an eligible organization can apply for multiple categories of funding but should submit separate applications for the different categories of funding. Each submission for funding should be for a particular target occupation or group of occupations.

Q22: If applying for both pre-apprenticeship and apprenticeship funding, should two separate applications be submitted; or should one application with 2 different budget sheets/summaries be submitted?
A: An eligible organization can apply for multiple categories of funding but should submit separate applications for the different categories of funding.

Q23: Is an LEA allowed to apply for more than one planning grant if they are in different industry sectors? For example, if we desire to pursue a planning grant in Education can we also pursue a planning grant in Mental and Behavioral Health?
A: Each submission for funding should be for a particular target occupation or group of occupations. An eligible organization can apply for multiple categories of funding but should submit separate applications for the different categories of funding.

Q24: We're applying for both the COYA Pre-apprenticeship and Apprenticeship grants as we work with similar employer partners for both, the students would just be placed in different roles at the same companies. I was wondering if we could include both applications on the same proposal and note on the exhibits where some points are only for pre-apprenticeships and others are only for apprenticeships.
A: Each submission for funding should be for a particular target occupation or group of occupations. An eligible organization can apply for multiple categories of funding but should submit <u>separate</u> applications for the different categories of funding.

Q25: Can an applicant apply to develop more than one RAP (to support more than one occupational pathway)? If yes, should you apply under one singular grant proposal or two?
A: Yes. An eligible organization can apply for multiple categories of funding but should submit <u>separate applications for the different categories</u> of funding. Applicants have an option to submit a single or multiple occupations under one proposal to a <u>single grant category</u>, for example an Apprenticeship Implementation Grant with 3 different healthcare occupations that are all registered apprenticeships.

Q26: Do all grant paths need a specific occupation focus?
A: Each submission for funding should be for a particular **target occupation** or group of occupations, although those occupations need to be specifically articulated. Just a general sector area without any identified occupations will not meet the requirements. An eligible organization can apply for multiple categories of funding, but should submit separate applications for the different categories of funding.

Q27: May the application attachments found on the program page be submitted in either Word or .pdf format? Please speak to designated formats as outlined below; the RFP does not provide format guidance (PDF or Word)
A: Yes, either format is fine. If using the Word format, of course be sure not to alter any aspect of the questions posed and the table formats/categories.

Q28: Regarding #8 Application Process: Instruction calls for emailing the Exhibit documents, Form 204, and support letters/MOUS - question is in regards to format: 1) email individual documents, merge all into a single PDF or 3) combine files into a zip folder?

A: It is most helpful to keep the different exhibits separate, but either file format is fine – word or PDF. If using the Word format, of course be sure not to alter any aspect of the questions posed and the table formats/categories.

Q29: Do you have an approved labeling convention for documents?
A: There are currently no formal labeling conventions required for submitted documents.

Q30: Can one application propose a program model which collaborates with multiple partners each addressing different sectors or employment tracks?
A: Each submission for funding should be for a particular target occupation or group of occupations. An eligible organization can apply for multiple categories of funding, but should submit separate applications for the different categories of funding.

Q31: Can we request support for planning multiple Pre-Apprenticeship Programs in more than one industry/occupation in the same application? If not, can we submit more than one application for a Pre-Apprenticeship Planning Grant, e.g., one for health care and one for education and child development?
A: Each submission for funding should be for a particular target occupation or group of occupations. An eligible organization can apply for multiple categories of funding, but should submit separate applications for the different categories of funding.

Q32: Is a wet signature required on Exhibit A or can we use a digital signature?
A: Digital signature is sufficient for Exhibit A.

Q33: If we have already submitted our application, do we still need to submit a letter of intent?
A: The Notice of Intent is optional and will not preclude the acceptance of a submission

Q34: I was in attendance for the 1st Quarterly committee meeting earlier this week and the DAS Deputy Chief Burnes mentioned that the organization who wish to apply for the COYA grant may need to submit a letter of interest. If this is the case, could you please direct me to where (email) I need to send this letter and a date for which this notice is due?
A: Notice of Intent to apply should be **emailed to DASGrantUnit@dir.ca.gov by March 1, 2024**. In the email, please identify the lead organization and the category of funding that the organization intends to apply for. A simple email is sufficient and helpful in the evaluation planning process. The Notice of Intent is optional and will not preclude the acceptance of a submission.

Funding

Q35: Will an organization have an opportunity to request funding upfront for new hires?
A: 25% of the total grant amount will be paid with the approved first quarter progress report. Then there will be quarterly reimbursement thereafter contingent upon approved progress reports and the reimbursement of actual costs, which cannot commence until the contract is fully executed. The final 25% of expenses must be reported but will not be reimbursed since they are paid in the first quarter.

Q36: I wanted to reach out for some clarification on the COYA Pre Apprenticeship Program and the COYA Apprenticeship Planning grant. For both of these, it seems we can only use 10% of the funds for administrative costs. I want to clarify what would count

as administrative costs. Is it only toward executive salaries or would we be allowed to allocate more than 10% to program staff and principal investigators to test the efficacy of the project?
A: If a staffing or administrative cost goes toward one of the proposal activities, it should be billed accordingly. However, if it is only the administrative overheard cost, then it must go towards administrative which is limited to 10% of the grant.

Q37: Should the Funding sustainability plan be built without including any future grant funds?
A: Yes, the final deliverable should include a program implementation and funding sustainability plan.

Q38: Can funding be used to pay youth/provide stipends for participation in pre-apprenticeship program?
A: For the Pre-Apprenticeship Implementation Grants, funding can be used to offer an educational stipend: Up to $6,000 of the per participant funding can be used as an educational stipend to the pre-apprentices. Applicants must articulate their plan with the educational stipend, which can be up to $6,000 per pre-apprentice, however 100% of this funding must go to the pre-apprentices. The pre-apprenticeship program must articulate how the stipend will be fairly distributed over the duration of pre-apprenticeship program and align with completion.

Q39: On Pre-Apprenticeship Education Stipend (Up to $6,000) Can we control release of the funds in order to drive the mission of the grant to emphasize and prioritize completion of program?
A: Educational Stipend: Up to $6,000 of the per participant funding can be used as an educational stipend to the pre-apprentices. Applicants must articulate their plan with the educational stipend, which can be up to $6,000 per pre-apprentice, however 100% of this funding must go to the pre-apprentices. The pre-apprenticeship program must articulate how the stipend will be fairly distributed over the duration of pre-apprenticeship program and align with completion.

Q40: If awarded under the Apprenticeship Planning grant, and we choose to build our program via an MOU with an existing DAS RAP, would the award and funds be provided to our organization or to our partner with the existing RAP?
A: The Primary applicant will receive the funding.

Q41: Does the Stipend have to equal the Program cost?
A: Assuming that this question is referring the Pre-apprenticeship implementation grant category; the stipend and the program cost are independent of each other.

Educational Stipend: Up to $6,000 of the per participant funding can be used as an educational stipend to the pre-apprentices. Applicants must articulate their plan with the educational stipend, which can be up to $6,000 per pre-apprentice, however 100% of this funding must go to the pre-apprentices. The pre-apprenticeship program must articulate how the stipend will be fairly distributed over the duration of pre-apprenticeship program and align with completion.

Program Costs: The program can only apply for $6,000 of per participant funding to cover program costs. See section 5.3 for Allowable program costs.

General

Q42: On page 12 there is a reference to "...certain number of guaranteed spots indicated with the RAP's MOU were fulfilled" Does this reference the original MOU submitted with the Pre-Apprenticeship application?
A: Yes

Q43: If participants are placed in jobs and not apprenticeships, does this count toward the 60% placement metric by 15 months?
A: No

Q44: Please describe the difference between Partnership Letters and Letters of Support regarding a pre-apprenticeship planning grant application.
A: There is no reference to a "Partnership Letter" in the COYA SFP, however there is a mention of "Letter of Support" in the COYA SFP, although this is not a requirement for the Pre-Apprenticeship Planning Grant. A letter of support is an optional element of the Pre-Apprenticeship Planning Grant, but for those that include a letter of support, it would serve to validate the credibility of the program through a third-party testimonial. This testimony should back up the programs claims of success as well as the promises to deliver results. The letter implies that other organizations think the proposal has merit.

Q45: Does "higher education" include community college (5.2. Apprenticeship Planning Grant (COYA-AP) p 10)?
A: Yes, the meaning of "higher education" in this context does include Community Colleges.

Q46: In the application, it says that "All grantees will need to demonstrate that participants are within the eligible age range and obtain proof that a participant meets one of the following criteria…" What is considered proof for opportunity youth eligibility?
A: DAS will need the legal documentation to prove that a participant meets one of the criteria. Further guidance will be provided to awardees.

Q47: Do you have guidelines for the elements that should be contained in a formal memorandum of understanding (MOU) with an existing DAS registered RAP? What are the standard obligations for existing DAS RAP and for the CBO related to reporting, support, oversight, recruitment, training, placement, etc. Do you have any samples of an MOU of this sort?
A: DAS does not have a template MOU to provide. That should be arranged between the RAP and the proposed program/CBO.

Q48: For pre-apprenticeship programs, what are the required programmatic components OR standards if any? Are there examples of if successful proposals or programs?
A: A Registered Pre-Apprenticeship is a program approved by DAS and described in the California Labor Code 3100 as a program with curriculum and training based on industry standards that is approved by one or more registered apprenticeships approved by DAS that will prepare individuals with the skills and competencies needed to enter one or more registered apprenticeships. A Pre-Apprenticeship program can include hands-on training to individuals in a simulated lab experience or through volunteer opportunities that accurately simulate industry

and occupational conditions while observing proper supervision and safety protocols, provided that such experience and opportunities do not supplant or reduce the compensable work of paid employees.

In the context of the COYA Grant, The Pre-Apprenticeship program must meet the following requirements;

- Registered with the DAS.
- Provide a Memorandum of Understanding (MOU) linkage with a DAS registered apprenticeship program.
- Program length cannot exceed six (6) months.
- Program should not have any paid On-The-Job Training (OJT) as part of their program.

In order register, program should contact DAS team: preapprenticeship@dir.ca.gov

Q49: Is the grant award dependent upon the number of Pre-Apprenticeship completers?
A: If awarded, at the grant midpoint, 15 months into the two-and-a-half-year grant performance period, the Pre-Apprenticeship Implementation grantee for the Pre-Apprenticeship program should demonstrate at least one or both of the following:
- That the certain number of guaranteed spots indicated within the RAP's MOU were fulfilled
- That sixty percent (60%) of pre-apprentices have been placed in a DAS registered apprenticeship program.
If the grantee fails to meet one or both of the above conditions, the second half of the grant awarded may be withheld.

Q50: For the Pre-Apprenticeship planning grant what if the program has a large portion of hands-on learning? For the implementation grant you seem to be looking for programs with only instructor-led training, but Pre-A programs also include hands-on.
A: A Pre-Apprenticeship program can include hands-on training to individuals in a simulated lab experience or through volunteer opportunities that accurately simulate industry and occupational conditions while observing proper supervision and safety protocols, provided that such experience and opportunities do not supplant or reduce the compensable work of paid employees.

Q51: Are 4-year non-profit universities eligible to apply for the COYA grant. We would like to create an apprentice program for pre-service teachers.
A: Yes, a 4-year non-profit university would be eligible.

Q52: Where can I find information about the steps to register with DAS?
A: Please go to this website: https://www.dir.ca.gov/DAS/Employers.htm

Q53: How specific do we need to be about the occupation in the application? For example, can we identify health care as the industry for planning a Pre-Apprenticeship Program, or do we need to identify a specific career in the industry, e.g., Medical Assistant?
A: On the Exhibit A form, there is a field for Sector (i.e. Healthcare), and a field for Target Occupation (i.e. Medical Assistant), which should be filled-in respectively.

Each submission for funding should be for a particular target occupation. An eligible organization can apply for multiple categories of funding but should submit separate applications for the different categories of funding.

Q54: Is this acceptable to apply this grant for an apprenticeship program for Culinary?
A: Yes

Q55: Are applicants permitted to partner with subcontractors (who are also listed as an eligible entity in Section 4.1) for staffing needs? For instance, could a lead entity apply to the grant and utilize a portion of funds for a position at a partnering nonprofit organization who would help recruit opportunity youth? We are wondering if this is permissible or if these agencies would need to be co-applicants.
A: Yes, but in this context DAS recommends that the subcontract is included as a partner, and not as a "co-applicants". There should be a single lead applicant that is the fiscal recipient of the grant, if awarded, and subcontractors and partners should be articulated in the narrative and in the budget accordingly.

Q56: If the apprenticeship program is located in San Francisco County, for example, can apprentices live outside the county and travel in for the program?
A: The jurisdiction of the RAP determines that, not the grant.

Q57: I am reaching out to ask about how we should identify our "type of organization" for the Planning grant. We are a non-profit industry league but seek to serve as a Registered Apprenticeship Program Sponsor for centers in our network who will serve as employers for the RAP. Should we select Private Non-profit or Apprenticeship Program Sponsor?
A: Check all that apply.

Q58: Regarding the program length of 6 months, can this be broken down by hours (for implementation grant)?
A: No, 6 months should be the full duration of the program.

Q59: Our agency is interested in applying for a planning grant. Does DAS anticipate that funds will be available next FY for implementation of the pre-apprenticeship and apprenticeship programs that are planned with funds through the current round of funding?
A: All future funding is dependent on budget allocations to fund the COYA Grant, however it is the intent of DAS to have future rounds of this funding.

Q60: Is there an estimate of when you will award the grants?
A: The estimated award announcement date is April 5, 2024, and the projected period of performance is estimated to commence July 1, 2024. However all of this is subject to organizational capacity and a fully executed contract.

Q61: Must an organization apply for the grant(s) sequentially if this is the first time? Are we required to apply for the Planning grants before applying the implementation grant?
A: You do not need to apply Planning grants before applying Implementation grant.

Q62: At the end of this can we get access to your slides? Sorry I came in late and missed it if there was a link.
A: All webinars related to this Grant are recorded and available at:
https://www.dir.ca.gov/DAS/Grants/California-Youth-Apprenticeship-Grant.html