



Growing Registered Apprenticeship and Pre-Apprenticeships in Pennsylvania Grants

November 2018



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Introduction

What is PAsmart?

In response to the Governor's Middle-Class Task Force findings, Governor Wolf proposed the PAsmart initiative, a new strategic approach to education and workforce development. The PAsmart initiative is designed to address the feedback Pennsylvanians shared with the Middle-Class Task Force, to better align education, workforce, and economic development initiatives and funding.

By working in a smarter, more coordinated way, PAsmart makes public programs and initiatives more accessible and easier to navigate so Pennsylvanians can develop the skills and abilities they need to obtain quality jobs, and businesses can recruit and retain skilled workers.

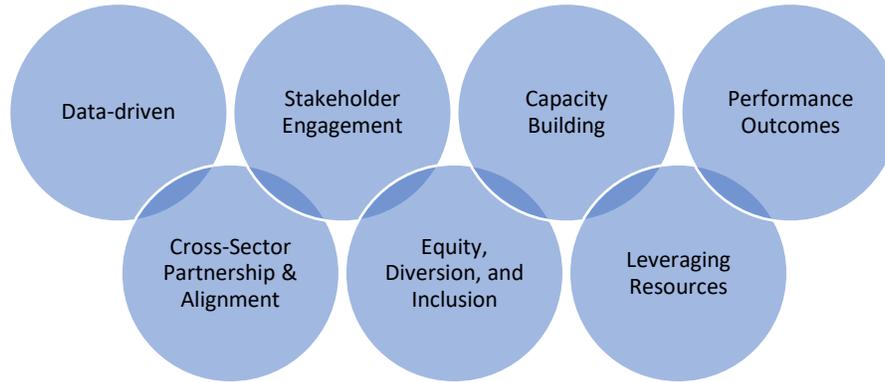
PAsmart is based on four goals:

1. Strategically investing resources in initiatives to support economic growth, and education and training opportunities;
2. Achieving successful outcomes for Pennsylvania students, workers, businesses, and communities;
3. Improving coordination and alignment of education and workforce development programs, services, and funding; and
4. Transforming inter-agency, cross-sector collaboration around education, workforce, and economic development at state, regional, and local levels.

As part of the PAsmart initiative, the FY2018-19 Enacted Budget included \$30 million for strategic, competitive, and cross-sector investments focused on meeting the education and workforce development needs of students, workers, employers, and communities across Pennsylvania, including those disconnected from education and workforce opportunities (e.g. opportunity youth and young adults, long-term unemployed, etc.). PAsmart grants funded by this investment will support cross-sector partnerships to address unique local, regional, and statewide education, workforce, and economic needs. Funding will support a variety of projects, but should be data-driven, align with and leverage existing initiatives and resources, and have a measurable impact.

PAsmart Principles and Funding Priorities

PAsmart is designed to provide flexible resources to support innovation, and cross-sector alignment and collaboration, to increase equity, remove barriers to access, and build on existing initiatives and fill gaps, to better serve Pennsylvania students, workers, businesses, and communities. PAsmart grants will support the following principles and funding priorities:



For more information on the PAsmart Framework principles that influence the 2018 PAsmart grant opportunities, refer to: <https://www.governor.pa.gov/PAsmart-Grants>

Growing Registered Apprenticeships and Pre-Apprenticeships

The information below is provided to assist eligible entities with developing proposals for the 2018-2019 Governor’s PAsmart *Growing Registered Apprenticeships and Pre-Apprenticeships initiative*. Successful applicants will be selected based on the evaluation process described herein. This document describes the requirements applicants will be expected to meet and the criteria that will be used to determine status as a successful applicant.

Background

While many students may benefit from a traditional college program, there are other training options that can also lead to good salaries and meaningful careers. In fact, many current job openings require skills somewhere between a high school credential and a 4-year degree to get started. These opportunities may come in the form of a registered apprenticeship.

Registered apprenticeships are a combination of on-the-job training and related classes. Workers learn both the theory and application of a highly skilled occupation. Benefits of apprenticeships include:

- Learning valuable job skills.
- Earning a salary.
- Obtaining real world experience.
- Little to no student debt.

- Gaining National Industry Certification.
- Connecting directly with an employer.

Since Governor Wolf established the commonwealth's first Apprenticeship and Training Office in 2016, the number of registered apprentices has increased 26 percent, from 13,282 registered apprentices to 16,745.

- Registered Apprenticeships focus solely on specific employer occupational needs and develops a training mechanism which delivers skilled workers to close the skills gap. Registered Apprenticeship programs are employer driven models which require dialogue between employers and training providers.
- Registered Pre-Apprenticeship programs serve as the pathway to registered apprenticeships. Individuals obtain foundational skills training which are developed by the collaboration between employers and training partners. The essence of these programs helps build capacity and sustainability by connecting employers with talent pipelines. Such activities include career awareness, career options, employer engagement with participants, curriculum alignment between registered apprenticeship and pre-apprenticeship. Pre-Apprenticeship Sponsors can include post-secondary institutions, local education agencies, community-based organizations, employers, labor organization, etc.
- The Apprenticeship and Training Office (ATO) seeks to establish multi-employer consortiums, also known as Group Sponsorship, to allow small to medium size companies to participate and eliminate oversaturation of apprenticeship programming. The benefits of Group Sponsorship alleviate administrative responsibilities and duties by maintaining status of apprentices for the employers; builds local robust pools of talent; and makes effective use of training dollars by developing cohorts of training classes.

Employers, Program Sponsors, and Training Providers identify the related instruction costs associated with tuition, training materials, training equipment, and curriculum development for program development and delivery. To this end, the ATO will use these grant funds to establish Registered Apprenticeship Ecosystems that include regional partners such as employers, chambers of commerce, state agencies, community-based organizations, workforce development boards, PA CareerLink's®, training providers, Local Education Agencies (LEAs), labor organizations, etc. These Registered Apprenticeship ecosystems will convene outreach and engagement sessions that include workshops, events, meetings, and webinars to educate and recruit regional participation. To ensure programmatic development, workforce intermediaries will work to provide technical assistance, program management, convene and facilitate partner meetings, share best practices and effective models to potential and existing registered apprenticeship sponsors.

The key intent of this grant opportunity is to expand the apprenticeship model to include non-traditional occupations, non-traditional program models, and non-traditional populations. 89%

of the current registered apprenticeship programs are in the construction and manufacturing industries. With the ever-increasing skills gap, aging workforce, and recruitment challenges across all industries, non-traditional registered apprenticeships will help address these issues.

Governor Wolf has established the goal to double the number of registered apprentices to 30,000 by 2025. Through the Governor's PAsmart initiative, eligible entities can apply for funding that address systems development as well as program development for registered pre-apprenticeship and registered apprenticeship programs located across Pennsylvania.

Funding goals for this this initiative are to:

- **Builds an Ambassador Network** of Registered Apprenticeship Intermediaries across Pennsylvania (regional and/or statewide coverage) to strengthen the quality and performance of registered apprenticeships and pre-apprenticeships.
- **Strengthens the registered apprenticeship pipeline** by developing or leveraging existing K-12 education services and strategies, such as co-ops , within a registered pre-apprenticeship model. Registered Pre-Apprenticeship program completers gain advanced standing by obtaining credit from their pre-apprenticeship experience which can be applied toward a registered apprenticeship program's On-the-Job training and related instruction requirements. College credits can also be obtained while completing a registered pre-apprenticeship program, if connected to post-secondary institutions.
- **Enhances the registered apprenticeship system** by leveraging or developing post-secondary (credit and non-credit) education models and services to appropriately serve student-apprentices.
- **Expands group sponsorship approach** for registered apprenticeships that promote career pathways and quality worker retention strategies.
- **Develops a skilled workforce** with portable credential and employment growth opportunities in key Pennsylvania industries and occupations.

Interested entities whose proposals do not align with the goals listed above, should refer to alternative registered apprenticeship and pre-apprenticeship funding opportunities available through the commonwealth:

- [ATO grant opportunities](#)¹
- [DCED Pre-Apprenticeship and Apprenticeship Grant Program](#)²

Grant Information

The Pennsylvania Department of Labor and Industry Apprenticeship and Training Office and the State Workforce Development Board are pleased to issue this request for applications to fund and grow a registered apprenticeship system in Pennsylvania.

¹ <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/default.aspx>

² <https://dced.pa.gov/programs/pre-apprentice-apprenticeship-grant-program/>

Applicants may apply for funds in one of three tiers:

1. **Registered Apprenticeship Ambassador Network**
2. **Registered Pre-Apprenticeships Programs**
3. **Registered Apprenticeship Programs**

Eligibility

Eligible applicants include entities that serve as sponsors or intermediaries such as: local education agencies, business, labor organizations, post-secondary institutions, community-based organizations, industry associations, economic development entities, public libraries, STEM ecosystems, local workforce development boards.

Application Materials

All applicants must use and submit the mandatory *PAsmart Growing Registered Apprenticeship and Pre-Apprenticeship* application materials provided at: <https://www.governor.pa.gov/PAsmart-Grants>.

1. Registered Apprenticeship Ambassador Network

Registered Apprenticeship Intermediary grants are structured to build an Ambassador Network across the commonwealth to serve as registered apprenticeship intermediaries. As outlined by Jobs for the Future³, quality-driven and effective intermediaries provide critical services to support a registered apprenticeship system:

- Connect businesses and industry groups to organized labor partners and other regional partners
- Aggregates the needs of small employers within industry sectors
- Conduct industry engagement and outreach
- Support apprentice progress
- Build relationships with training providers
- Sponsor apprenticeships
- Research and document promising practices

Funding

The Governor's PAsmart *Growing Registered Apprenticeships and Pre-Apprenticeships* Grant Program offers eligible applicants the opportunity to apply for competitive funding to develop a regional or statewide system of intermediaries. Developing an intermediary system adds value to the commonwealth by providing expert practitioners that can offer technical support, project management, research and development, disseminate tools and best practices, outreach and engagement, curriculum development and alignment.

³ <https://www.jff.org/points-of-view/seven-ways-intermediaries-help-develop-apprenticeship-programs/>

Specifically, the commonwealth is looking for a qualified applicant or consortium of applicants to establish an Ambassador Network of intermediaries for an average award amount of \$300,000 per region. The ATO aims to structure the Ambassador Network across five (5) regions, with estimated total awards at \$1.5 million for statewide coverage. Grantees will coordinate their activity with the ATO mission and vision.

The goals of the statewide Registered Apprenticeship Ambassador Network are to:

- Establish five Regional Ambassador Networks (South Western, North Western, South Central, North Eastern, and South-Eastern regions) that includes a consortium of intermediaries that project manage programs from the beginning until the project is developed to operate at the desired capacity level.
- The network will provide uniform technical support principles to the identified partners within multi-employer consortiums.
- Establish employer convening opportunities and facilitate dialogue to promote employer/educator engagements.
- Develop program delivery tools that help facilitate growth of and retention in the registered apprenticeship programs.
- Conduct national and statewide research to develop best practices and procedures that are consistent throughout the network that can be shared amongst regional or statewide partners.
- Develop outreach and engagement strategies that are intended for employers, training providers, and supporting partners with the regional network.
- Develop curriculum and align on-the-job training with related technical instruction to help employers and training providers an effective and efficient training delivery model.

Funding Priorities

Priority will be given to applicants that demonstrate experience and ability to address the goals of the Governor's PAsmart as outlined below;

1. *Data-driven Innovation* - targets statewide and/or regional approaches informed by data aligned with stability and growth for registered apprenticeships in the commonwealth. Applicants should demonstrate the ability to conduct research and development analysis of regional workforce needs as well as an inventory of potential partners.
2. *Stakeholder Engagement* - Applicants should demonstrate the ability to convene employers and labor organizations, develop registered apprenticeship models, and manage the project to completion.
3. *Capacity Building* – Applicants should demonstrate the ability to connect and sustain registered apprenticeship programs to diverse talent populations to address the skills gap.
4. *Leveraging Existing Resources* – Applicants should demonstrate the ability to provide a systemic structure of expertise and coordination to grow registered apprenticeship and pre-apprenticeships programs that prioritize apprenticeship completion.

5. *Performance Outcomes* - Applicants should demonstrate the ability to increase the number of apprentices and pre-apprentices, increase employer participation, address apprentice retention factors and increase the credentials offered to apprentices.

Programs and Expenses

The grant funds can be used to support expenses related to tuition for related instruction, training supplies, materials and equipment, program operation costs, partner engagement and outreach, mentorship models, curriculum development, and supporting salaries for the on-the-job training component of the apprenticeship program.

Due to the limited amount of funding, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart Grant. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.

Evaluation Criteria-Ambassador Network

Applications will be evaluated by an inter-agency team and reviewed based on the following criteria:

Proposals will be considered based on the following criteria:

1. **Goals and Objectives (35 points)** – Goals and objectives of the program are clearly stated and align to the goals of the Governor’s PAsmart Program.
2. **Proposal Narrative (35 points)** – The proposal includes a detailed description of the program(s) to be implemented and activities to be conducted to support the implementation of the program(s).
3. **Budget information (10 points)** – Budget information is accurate and itemized using a per-unit cost and total expenditure. A total of all expenditures is summarized into three categories: Contracted Services, Supplies and Other.
4. **Expected Program Outcomes and Assessment (20 points)** – Outcomes are stated in measurable terms including baseline information and expected improvement, and there is a clear plan for assessing the impact of the program being funded through the grant.

2. Registered Pre-Apprenticeship Programs

Registered Pre-Apprenticeship Programs are structured as career pathway opportunities for youth and adults to advance entry into registered apprenticeships tailored to specific jobs and industries. Each pre-apprenticeship program establishes a connection to an existing registered apprenticeship program and delivers both hands-on and instructional-based learning through a variety of unique program designs and approaches.

In 2017, Pennsylvania adopted pre-apprenticeship standards that outline program compliance and can be located on the Apprenticeship and Training Office’s website⁴.

Funding

PAsmart funding will establish a statewide youth apprenticeship initiative that prioritizes strong linkages across education and industry, as well as an outcome of employment upon high school graduation.

The Governor’s PAsmart *Growing Registered Apprenticeships and Pre-Apprenticeships* Grant Program offers eligible applicants the opportunity to apply for competitive funding for pre-apprenticeship program development and implementation with awards ranging from approximately \$10,000 to \$150,000 maximum based on scope and size, with estimated total awards up to \$3 million. The number of proposals selected for funding will be based upon the number of proposals submitted, the funding available, and how those proposals accomplish and achieve the activities outlined herein.

Goals of the youth apprenticeship initiative include:

- Establish a pipeline to a registered apprenticeship program focused on serving K-12 students;
- Establish a pipeline to a registered apprenticeship program focused on serving post-secondary students;
- Establish a pipeline to a registered apprenticeship program focused on serving individuals served by a community-based organization;
- Establish a connection to an existing registered apprenticeship program and delivers both hands-on and instructional-based learning through a variety of unique program designs and approaches.

Funding Priorities

Priority will be given to proposals that address the goals of the Governor’s PAsmart through;

1. *Data-Driven Innovation* – Applicants should demonstrate the ability to obtain data of existing registered apprenticeship sponsors as well as data on the pre-apprenticeship program development and implementation.
2. *Cross-Sector Partnership* – Connect pre-apprenticeship sponsors to regional employer partners and other supportive services.
3. *Equity, Diversity, and Inclusion* – Applicants should demonstrate the ability to connect employers with organizations that increase diversity, equity, and inclusion with underserved populations.
4. *Leveraging Existing Resources* - Align public education programs of study, co-ops and similar programs to pre-apprenticeship and registered apprenticeship pathways

⁴ <https://www.dli.pa.gov/Individuals/Workforce-Development/apprenticeship/Documents/ATO-1.pdf>

5. *Performance Outcomes* - Provides in-school youth and out of school youth (16 to 24) with advanced standing into registered apprenticeship programs

Programs and Expenses

See Appendix A for more detailed information on non-traditional and traditional fields for apprenticeship.

Apprenticeship programs funded by this grant must be registered in the commonwealth. Non-registered apprenticeship programs will have until December 31, 2019 to finalize their registration or show progress towards the finalization of the registration. The Apprenticeship and Training Office (ATO) will define “making progress” towards registration on a case-by-case basis. Grantees who do not make adequate progress toward their registration may have funds de-obligated or be required to return funds. Additional information will be provided to each awarded applicant.

Due to the limited amount of funding, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart Grant. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.

Evaluation Criteria-Register Pre-Apprenticeship

Applications will be evaluated by an inter-agency team and reviewed based on the following criteria:

1. **Goals and Objectives (35 points)** – Goals and objectives of the program are clearly stated and align to the goals of the Governor’s PAsmart Program.
2. **Proposal Narrative (35 points)** – The proposal includes a detailed description of the program(s) to be implemented and activities to be conducted to support the implementation of the program(s).
3. **Budget information (10 points)** – Budget information is accurate and itemized using a per-unit cost and total expenditure. A total of all expenditures is summarized into three categories: Contracted Services, Supplies and Other.
4. **Expected Program Outcomes and Assessment (20 points)** – Outcomes are stated in measurable terms including baseline information and expected improvement, and there is a clear plan for assessing the impact of the program being funded through the grant.

3. Registered Apprenticeship Programs

Registered Apprenticeship Programs are structured as flexible workforce development strategies that promote an “earn and learn” model that combines on the job learning with job-related

instruction. Registered apprenticeship programs help recruit and develop a highly skilled workforce benefiting both the employer and apprentice.

All Registered Apprenticeship programs must have five components 1) Business Involvement, 2) Structured On-the-Job Training, 3) Classroom Instruction, 4) Progressive Wage Increases and 5) Receipt of an Occupational Credential. Programs can be integrated into an organization's current training and human resource development strategy.

Under Governor Wolf's tenure since establishing the Apprenticeship and Training Office, Pennsylvania has experienced a growth in active registered apprentices and new registered apprenticeship programs – registered apprenticeship programs have grown by 10% and registered apprentices have increased by 21%.

Funding

The PAsmart initiative will promote expansion of registered apprenticeships in non-traditional and traditional occupations and populations. Recognizing that more than 94% of Pennsylvania business establishments have less than 49 workers, the PAsmart approach to expansion includes non-traditional models such as the group model and hybrid program models, among others. Funding will supplement, not supplant, existing registered apprenticeship and work-based learning activities and incorporates standards and key elements that best integrate academic learning with real-world application.

The Governor's PAsmart Growing Registered Apprenticeships Grant Program offers eligible applicants the opportunity to apply for competitive funding for registered apprenticeship program development, technical assistance, and implementation with awards ranging from approximately \$10,000 to \$150,000 maximum based on scope and size, with estimated total awards up to \$2.5 million. The number of proposals selected for funding will be based upon the number of proposals submitted, the funding available, and how those proposals accomplish and achieve the activities outlined herein.

Goal of this funding opportunity include:

- Establish a program that serves student-apprentices in a post-secondary institution/institution of higher education;
- Grow registered programs serving non-traditional industries that have not historically relied on apprenticeships as a recruitment or training tool;
- Maintain investment in programs serving traditional industries, such as the building trades.
- Develop multi-employer consortiums that promote local and regional collaborations.
- Integrate programs focused on the outreach and hiring of non-traditional apprentices in registered apprenticeships

Funding Priorities

Funding will support registered apprenticeship models⁵ with a priority focus on addressing the goals of the Governor's PAsmart initiative including registered apprenticeship programs that:

- 1) *Data-driven Innovation* –
 - a. Programs that support critical Pennsylvania industries with demonstrated competitiveness⁶ including occupations such as the industrial maintenance technician or fields and programs of study such as STEM, computer science, agriculture, early childhood education, or;
 - b. Programs serving non-traditional industries that have not historically relied on apprenticeship as a recruitment or training tool, including but not limited to IT, Business Services, Healthcare, Education, and Hospitality programs
- 2) *Cross-sector Partnership* – demonstration via submitted letters of support of strong, high quality cross sector partnerships committed to working collaboratively to implement the proposal. It is recommended that at least one letter of support be from the applicant's local workforce development board.
- 3) *Stakeholder Engagement* – demonstration of engagement with critical partners, customers and stakeholders, including the target population, involved in the registered apprenticeship program.
- 4) *Equity, Diversification, and Inclusion* - Programs focused on the outreach and hiring of non-traditional apprentices in registered apprenticeships;
- 5) *Capacity building* – Proposals that
 - a. Serve multi-employer programs, or;
 - b. Promote non-traditional models of apprenticeship such as hybrid or competency-based; or
 - c. Promotes non-traditional service delivery that increases the number of registered apprenticeships that serve working adults (including dislocated workers) as well as traditional credit-bearing post-secondary education student populations.
- 6) *Leveraging Existing Resources* –
 - a. Demonstrates diversification of financial, administration, and operation support for implementation;
 - b. Strengthens traditional registered apprenticeship programs with supplemental supports such as, but not limited to, structured mentoring.
- 7) *Performance Outcomes* - Applicants should demonstrate the ability to increase the number of apprentices and pre-apprentices, increase employer participation, address apprentice retention factors, and increase the credentials offered to apprentices.

⁵ https://www.dol.gov/apprenticeship/docs/Partner_Roles_Infographic_20150616.pdf

⁶ As defined by a location quotient or similarly quantified and reliable metric

Eligible Programs and Expenses

Apprenticeship programs funded by this grant must be registered in the commonwealth. Non-registered apprenticeship programs will have until December 31, 2019 to finalize their registration or show progress towards the finalization of the registration. The Apprenticeship and Training Office (ATO) will define “making progress” towards registration on a case-by-case basis. Grantees who do not make adequate progress toward their registration may have funds de-obligated. Additional information will be provided to each awarded applicant.

Eligible expenses include items such as:

- coordinating partners for the creation of a registered apprenticeship program;
- creating curriculum to support the RA program;
- purchasing equipment to support the RA program;
- Supporting salaries for the on-the-job training component of an apprenticeship
- Supporting costs associated with apprentice mentors;
- Reimbursement of the classroom component of an apprenticeship program resulting in stackable and often-transferrable credentials.

This is by no means an exhaustive list of eligible expenses that may be funded. Applicants are encouraged to create customized proposals to create registered apprenticeship programs for their regional needs; however, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart Grant. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals. Indirect costs, building construction, and procuring lobbying services are expressly disallowable.

Evaluation Criteria-Registered Apprenticeship

Applications will be evaluated by an inter-agency team and reviewed based on the following criteria:

1. **Goals and Objectives (35 points)** – Goals and objectives of the program are clearly stated and align to the goals of the Governor’s PAsmart Program.
2. **Proposal Narrative (35 points)** – The proposal includes a detailed description of the program(s) to be implemented and activities to be conducted to support the implementation of the program(s).
3. **Budget information (10 points)** – Budget information is accurate and itemized using a per-unit cost and total expenditure. A total of all expenditures is summarized into three categories: Contracted Services, Supplies and Other.
4. **Expected Program Outcomes and Assessment (20 points)** – Outcomes are stated in measurable terms including baseline information and expected improvement, and there is a clear plan for assessing the impact of the program being funded through the grant.

PAsmart Grant Information

PAsmart will address local, regional, and statewide workforce, education, and economic needs aligned with state-level priorities through three grant initiatives:

1. Expanding K-12 Computer Science and STEM Education – up to \$20 million
2. Growing Registered Apprenticeships and Pre-Apprenticeships - up to \$7 million
3. Supporting Next Generation Industry Partnerships - up to \$4.6 million

Application Process

All PAsmart funding solicitation materials, including the framework, proposal requirements and forms, FAQs and webinar information are posted: <https://www.governor.pa.gov/PAsmart-Grants>

Proposed Grant Timeline and Award Period

PAsmart funding is anticipated to be used for grant-related activities between February 1, 2019, and June 30, 2020. All selected grantees will be required to sign the appropriate agreement with either the Pennsylvania Department of Education or the Pennsylvania Department of Labor, unless otherwise noted. The agencies observe the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

Program Reporting and Evaluation

Grantees will be required to submit program and fiscal reports during and upon conclusion of the funded project. All required forms will be supplied by the commonwealth, and outlined in the award package. All close-out final reports are to be submitted no later than August 1, 2020, or within 60 days of full award expenditure (whichever occurs first). In addition to report submissions, awardees are required to participate in routine calls with commonwealth staff, unless otherwise determined, to identify grant progression, share best practices and receive technical support. Additional information will be provided upon award selection.

Grant Award Administration

Awardees are required to enter into a workforce grant agreement with the PA Department of Labor & Industry unless a current grant agreement is already in place.

L&I reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request modifications to applications based on questions raised during the review process. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

The commonwealth may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) the commonwealth needs additional or clarifying information; (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by the commonwealth within a specific period determined by the commonwealth may preclude award to the applicant

The commonwealth reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award. The commonwealth reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with Department guidance.

The contracting officer is the only individual who can make awards or commit the commonwealth to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

Vendor Registration

All awardees must be registered with the commonwealth as a vendor, unless current agreement are already in place. Applicants that are not current vendors are strongly encouraged to begin this process by registering their company with the Vendor Data Management Unit (VDMU) at <http://www.vendorregistration.state.pa.us> or by calling 717-346-2676 or 1-877-435-7363.

Key Dates

Date/Time	Specifics	Funding Initiative
November 2, 2018	Release of PAsmart Solicitations https://www.governor.pa.gov/PAsmart-Grants	PAsmart - \$30 million
November 8, 2018 – 11 A.M.	Bidder’s Webinar	Growing Registered Apprenticeship & Pre-Apprenticeships
November 9, 2018 – 11 A.M.	Bidder’s Webinar	Growing Registered Apprenticeship & Pre-Apprenticeships
December 21, 2018 – 11:59pm	Application Deadline: Ambassador Network Pre-Apprenticeship Registered Apprenticeship	Growing Registered Apprenticeships and Pre-Apprenticeships

Appendix A

Examples of Traditional Apprenticeship Opportunities

TRADITIONAL APPRENTICESHIP: In the context of occupation, these are programs that focus in the trades, construction, and advanced manufacturing.

Examples include but are not limited to (source Burning Glass⁷): Boilermakers, Brickmasons and Blockmasons, Carpenters, Cement Masons and Concrete Finishers, Construction Laborers, Drywall and Ceiling Tile Installers, Electrical Power-Line Installers and Repairers Installation, Electricians, Elevator Installers and Repairers, Floor Layers, Except Carpet, Wood, and Hard Tiles, Glaziers Construction and Extraction Occupations, Heating, Air Conditioning, and Refrigeration, Mechanics and Installers Installation, Heavy and Tractor-Trailer Truck Drivers, Industrial Machinery Mechanics Installation, Machinists, Millwrights Installation, Operating Engineers and Other Construction, Equipment Operators, Painters, Plumbers, Pipefitters, and Steamfitters, Reinforcing Iron and Rebar Workers, Roofers, Sheet Metal Workers, Structural Iron and Steel Workers, Structural Metal Fabricators and Fitters, Telecommunications Equipment Installers, Repairers, Except Line Installers, Telecommunications Line Installers and Repairers, and Tool and Die Makers Production Occupations.

Examples of Non-Traditional Apprenticeship Opportunities

NON-TRADITIONAL APPRENTICESHIPS: Occupations that are outside of manufacturing, construction, and the trades. Various occupations include health care, information technology, telecommunications, hospitality, food service, and transportation. This is not to be confused with other terms like “non-traditional students” or “non-traditional model.” When those terms are being addressed, they should be properly mentioned as such.

⁷ <https://www.burning-glass.com/wp-content/uploads/Room to Grow Apprenticeships FINAL.pdf>

Booster and Expander Apprenticeships (as defined by Burning Glass⁸)

These occupations have common characteristics with current apprenticeship occupations, and potentially could also be filled using the apprenticeship approach. Booster roles are those which sometimes, but not always, request a bachelor's degree.

<i>Expanders</i>	<i>Boosters</i>
Cabinetmakers and Bench Carpenters Coating, Painting, and Spraying Machine Setters, Operators, and Tenders Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic Computer-Controlled Machine Tool Operators, Metal and Plastic Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders Customer Service Representatives Electrical and Electronics Repairers, Commercial and Industrial Equipment First-Line Supervisors of Personal Service Workers Gaming Surveillance Officers and Gaming Investigators Industrial Truck and Tractor Operators Medical Equipment Preparers Medical Equipment Repairers Medical Secretaries Medical Transcriptionists Ophthalmic Medical Technicians Painters, Transportation Equipment Solar Photovoltaic Installers Stationary Engineers and Boiler Operators Tax Preparers Water and Wastewater Treatment Plant and System Operators Welders, Cutters, Solderers, and Brazers	Architectural and Civil Drafters Billing and Posting Clerks Camera Operators, Television, Video, and Motion Picture Chefs and Head Cooks Chemical Technicians Claims Adjusters, Examiners, and Investigators Computer User Support Specialists Database Administrators Drafters, All Other Executive Secretaries and Executive Administrative Assistants Graphic Designers Hazardous Materials Removal Workers Human Resources Specialists Insurance Sales Agents Insurance Underwriters Legal Secretaries Life, Physical, and Social Science Technicians, All Other Mechanical Drafters Medical Records and Health Information Technicians Nuclear Medicine Technologists Occupational Health and Safety Specialists Paralegals and Legal Assistants Payroll and Timekeeping Clerks Purchasing Agents, Except Wholesale, Retail, and Farm Products Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

⁸ *ibid*