

GENERAL QUESTIONS (44):

1. Who is eligible for AIF?

Eligible recipients of the funding are registered program sponsors and Local Education Agencies (LEAs) of IACA associated apprenticeship programs that are registered with DAS CAS. IACA is defined in Labor Code Section 3071.5 and includes all apprenticeship programs in industries outside of the building and firefighting trades. For more details on eligibility see [AIF Guidance](#) Sections 1.3 and 2.3.

2. How do I know if I am eligible to receive AIF funds?

For details on eligibility see [AIF Guidance](#) Sections 1.3 and 2.3.

3. What is the difference between AIF-T & AIF-S?

Apprenticeship Innovation Funding – Support (See [AIF Guidance](#)-Section 1):
The AIF-S covers the cost of running an apprenticeship program, aggregating employer demand, and recruiting, supporting and placing apprentices.

Apprenticeship Innovation Funding – Training (See [AIF Guidance](#)-Section 2):
The AIF-T covers the cost of training IACA apprentices and allows for new training programs to develop in a more agile manner.

4. Can I provide a submission to both AIF-T & AIF-S?

Yes, Eligible entities can submit to one category, or the other category or to both categories.

5. What about public sector apprenticeship, is that eligible?

Yes. All CA registered apprenticeship programs (RAP) in industries outside of the building and firefighting trades, including public sector Registered Apprenticeship Programs are eligible. For more details on eligibility see [AIF Guidance](#) Sections 1.3 and 2.3.

6. For profit employers who become DAS sponsors would be eligible also?

Yes. The program sponsor could be:

- Apprenticeship Intermediaries
- Labor Management Partnerships Organizations, Unions
- Public Educational Institution: Community College, K12, Adult Education, County Office of Education, California State Universities, Universities of California, Regional Occupational Program
- Workforce Development Board
- Non-Profit
- *Private for-profit*
- Public Sector Entities
- Industry Associations

7. Can active enrollment span multiple years? E.g – an apprentice enrolls on July 1, 2023, and completes on June 30, 2024, will the full 12 months be funded?

The intent of AIF is to be an annual submission timeline such that programs and LEAs are being reimbursed for costs in the previous calendar year. In the example offered, the costs to support this apprentice would span 2 budget years and therefore 2 submission windows. Therefore, the submission timeline to cover costs incurred in 2023 would be in Q1 2024.

8. Will the tracking be the same as the process for ETP?

No, the tracking process will come from the AIF CAS Report.

9. Will AIF apply to Civil Service programs (Law enforcement) and Utility companies under IACA?

Yes, if it is an IACA program it is an eligible program.

10. Is there a cap on monthly funding?

There are no specific caps, however see [AIF Guidance](#) Sections 1.4.4 and 2.2.1 for more details.

11. Is this a grant program?

No, this is Formula Funding which is a reimbursement model for IACA programs that are already registered with DAS.

12. Is there an application to apply?

Please follow the instructions provided in the [AIF Guidance](#) and all templates are provided on the [DAS AIF website](#).

13. Is this a one-time submission process?

No, this is an annual submission model requiring reimbursement submissions every year to receive funds.

14. Are there pre-requisites for submission?

Yes, see [AIF Guidance](#) Sections 1.3, 1.4 and 2.3 for eligibility details.

15. What must a program submit for AIF Funding?

An AIF Cover Sheet, AIF CAS Report, Letter from Committee (if applicable), AIF Expense Report, AIF Expense Narrative, and Standard Form 204 & 205. Please follow the instructions provided in the [AIF Guidance](#) and all templates are provided on the [DAS AIF website](#).

16. Can I complete the entire submission process in one day?

No, to generate the CAS Report requires at least 24 hours, we recommend starting as soon as possible.

17. How much funding is available for FY 2022-2023?

\$55 million

18. How much can I be awarded for AIF-Support?

AIF - Support Amount: \$3500 per active apprentice per year, prorated to the month, along with \$1000 per apprentice completion bonus. Covers the cost of running an apprenticeship program, aggregating employer demands, and recruiting, supporting, and placing apprentices.

19. How much is per training hour for AIF-Training?

AIF – Training Amount: \$8.82 per training hour per apprentice. Allows for new training programs to develop in a more agile manner and will specifically be used for training costs for IACA Apprentices.

20. I operate a Cosmetology and Barbering Program that is striving to grow. Is my industry program eligible for this funding. Yes, Cosmetology and Barbering Programs fall under IACA.**21. Will submissions for funding be applicable retroactively, or in general, will the time frames for coverage be discussed?**

Yes, it will be a reimbursement process covering costs incurred from January 1, 2022 to December 31, 2022.

22. What if the apprenticeship is shorter than 1 year?

This is formula funding, it will be prorated to the month.

23. What does it mean that the per apprentice funding is prorated to the month?

The award amount, \$3500 per active apprentice per year, prorated to the month, along with \$1000 per apprentice completion bonus. Prorated to the month means that a program sponsor would only collect the full \$3500 if an apprentice was active for the full 12 months of the year. If an apprentice is only active for X months, then the formula would be $\$3500 \times (X/12)$. To offer a few examples:

- If an apprentice started Feb 1, $\$3500 \times (11/12) = \3203
- If an apprentice started on July 1, $\$3500 \times (6/12) = \1750
- If an apprentice started on Sept 15, $\$3500 \times (4/12) = \1166

24. Our DAS standards were in progress during the stated eligibility period. Will our apprentices still be eligible under the reimbursement formula?

As long as the program was registered with DAS at some point during or before 2022 and had active eligible apprentices at some point during January 1, 2022 – December 31, 2022, then they are eligible from a time period perspective. See [AIF Guidance](#) for more eligibility information.

25. Is “registering apprentices with DAS” the same as registering the program with the state? In other words, can a DOL-registered program also need to register with the state?

Eligible recipients of the funding are registered program sponsors of IACA associated apprenticeship programs that are registered with DAS. IACA is defined in Labor Code Section 3071.5 and includes all apprenticeship programs in industries outside of the building and firefighting trades. Therefore, every program must be registered with the

state. If a program is only registered with DOL and not with DAS, then they are not eligible for AIF.

26. We have launched a program throughout 2022, however we haven't received formal national approval/registration yet. It is pending at the National Office. Can we qualify for reimbursement?

No, eligible recipients of the funding are registered program sponsors of IACA associated apprenticeship programs that are registered with DAS CAS. IACA is defined in Labor Code Section 3071.5 and includes all apprenticeship programs in industries outside of the building and firefighting trades.

27. How does this impact funding from other state resources i.e. Employment Training Panel?

AIF-Support can be braided with other funding sources such as ETP. AIF-T however cannot be braided with FTES or RSI for more information see [AIF Guidance](#) Sections 2.3.1 Training Funding Methods.

28. Can you explain what "Firm agree to train" is?

In the CAS registration process "Firm agree to train" means that the program sponsor agrees to find a firm that will train the apprentice on the job, also known as an employer placement for the apprentice. For AIF eligibility, an employer must be linked to the apprentice. The employer typically fills out a DAS-7 Agreement to train apprentices.

29. Does my Apprenticeship Program have to be registered with DAS in 2022 to apply for AIF?

As long as the program was registered with DAS at some point during or before 2022 and had active eligible apprentices at some point during January 1, 2022 – December 31, 2022, then they are eligible from a time period perspective. See [AIF Guidance](#) for more eligibility information.

30. Is the completion bonus also prorated?

No, \$1000 per apprentice completion.

31. Is there a minimum length of time a student must remain an apprentice in order to be considered a "completer"?

The program determines the term of the apprenticeship program and completion. The bare minimum time that DAS allows an apprentice to complete is 6 months plus 1 day.

32. If apprentices were apprentices in Jan 1 2022 and graduated in June 2022, will we be able to receive prorated and completion funds?

Yes.

33. Can the program sponsor also be the organization with which the apprentice is placed?

Yes, as long as the placement is paid and meets all components of the apprenticeship as registered.

- 34. Our employer partners sign an agreement that stipulates a minimum wage progression (similar to prevailing wage structure). As long as they are at, or above that rate, they don't send us individual wage data, such as the health benefit hourly rate. Can we enter the minimum wage progression as the wage?**
 DAS is requesting the actual wage. And that actual wage will be used to determine eligibility as meeting the 2022 ETP New Hire wage standard. If you cannot gather the actual wage, but the minimum wage progression meets the eligibility criteria, that is acceptable, but DAS would prefer the actual wage.
- 35. Can anyone run a report for any sponsor?**
 No
- 36. If the wages increased over the year in 2022, do we input the highest wage they earned during that period?**
 Yes, you should provide the latest wage and the effective date of that wage.
- 37. If our apprenticeship program takes 21-24 months to complete, how do we go about getting the completion bonus from them, does it go for following year?**
 The program can count all eligible apprentices who were active from Jan. 1, 2022 to Dec. 31, 2022, and they may have started before 2022 and aim to complete after 2022, but the amount a program is eligible for is based on active apprentices served in 2022.
- 38. Will our organization be eligible for AIF-S or AIF-T reimbursement if we are already collecting reimbursement for RSI hours?**
 If you are the program sponsor, you may be eligible for AIF-S. However, if you are already getting reimbursement for training through RSI funding administered by the CA Community College Chancellor's Office, then that training is NOT eligible for AIF-T.
- 39. Do local municipalities and county entities (e.g., public safety) qualify as an eligible entity?**
 For AIF-Support, yes, public sector entities can be eligible recipients.
- 40. If an apprentice was registered at the end of 2021, but was active in 2022, can we be reimbursed?**
 Yes, from Jan. 1, 2022 to Dec. 31, 2022.
- 41. Just to confirm, AIF-S and AIF-T (AIF in general) applications are exclusive to IACA apprenticeship programs and will not be available to CAC apprenticeship programs?**
 Yes, IACA programs only.
- 42. We are a startup requiring infrastructure. Are there opportunities for start-up funding or grants?**
 Yes, please visit the [DAS Funding page](#) for other grants and funding opportunities.
- 43. Are Pre-Apprenticeship programs eligible for this funding?**
 Pre-Apprenticeship programs are NOT eligible for AIF funding.

44. If the hourly rate meets the minimum without health included, would the apprentice still be eligible?

Yes.

AIF- SUPPORT QUESTIONS (10):

1. Is there a cap on the number of apprentices that can be claimed, or a maximum dollar amount received through AIF-S?

There are no specific caps, however see [AIF Guidance](#) Sections 1.4.4 and 2.2.1 for more details.

2. ETP raises its wages each year, but the wage holds for the term of the ETP Agreement. If you are following that table will the sponsors have to raise their wages each year for NEW apprentices started in that calendar year? How can that accommodate that in their standards?

AIF-S: The wage levels are based on ETP New Hire Trainee Wages for 2022. Future years will be based on the same benchmark from the ETP Wage levels. Programs submitting for reimbursement must be registering apprenticeship pathways in which the starting apprentice compensation package meets the 2022 New Hire Standard ETP wage standard:

Wage – County

- \$19.61 - Alameda, Marin, San Mateo, Santa Clara, San Francisco
- \$19.42 - Contra Costa
- \$18.11 - Los Angeles
- \$17.81 – Orange
- \$17.89 - San Diego
- \$17.64 - All Other Counties

Health Benefits of up to \$2.50 may be used to meet all wage requirements. Health benefits should be calculated as a total value of only health benefits offered to apprentices in a year and calculated as an hourly amount. These wage levels are based on ETP New Hire Trainee Wages for 2022. Future years will be based on the same benchmark from the [ETP Wage levels](#).

3. As far as envisioning process, say we have 100 apprentices but only but 80 qualify. Will confirmation be verified through registration through CAS Database?

AIF-S: The process to submit for reimbursement is primarily determined by the apprentices that are registered with CAS, however with the introduction of this funding source, we have added a few fields to the web registration process that the program will be required to enter into CAS. Therefore, we strongly encourage you to start this submission process as soon as possible and well before the deadline, as data entry into CAS is required, and a report will then be generated, all of which takes some time.

- AIF-S/T Cover Sheet
- AIF-CAS Report – See Step 1 for details.

- Note that if an LEA is submitting for reimbursement of training apprentices for more than one program, then all AIF-CAS reports should be included in one submission package. In this case there would be multiple AIF-CAS reports, but only 1 of all the other elements requested as required. All programs should be summarized in the Cover Sheet.
- Fiscal Reporting – See Step 2 for details.
- AIF-S/T Expense Report
- AIF-S/T Expense Narrative
- Standard Form 204 – This is the form to become a vendor to DIR and thus able to receive the payment.

In order to receive funding, you will be required to submit the following materials via email to AIF@dir.ca.gov by the deadline and no exceptions or extensions will be granted. The calculation and allocations of the funding will be made immediately following the deadline, therefore, to secure the funding for your program be sure that you submit all materials by the stated deadline.

4. **Can multiple organizations apply together as intermediaries and split funding?**
Each apprenticeship program must designate a single fiscal entity to submit for reimbursement, however it is fine for that lead fiscal entity to work with other partners in the implementation of the program and to then split that funding accordingly. The expense report and narrative should articulate the different partners and costs being reimbursed.
5. **Outside of the \$3,500, is there additional funding available to support the start-up costs with the fund?**
Not through AIF. Visit the [DAS Funding page](#) for other grants and funding opportunities that might be more relevant to the startup costs, such as CA Apprenticeship Initiative Grants or High Road Training Partnership Grants.
6. **Are direct participant expenses such as tuition payment and supportive services (e.g., childcare, transportation) included in funding-eligible expenses?**
AIF-Support eligible activities include support services for an apprentice, such as interview coaching, conflict resolution, life crisis management, transportation and childcare.
Tuition costs would be considered part of the Training costs and therefore would fall under AIF-Training, for more information see [AIF Guidance](#) Sections 2.3.1 Training Funding Methods and 2.4.2, Step 2: Fiscal Reporting.
7. **AIF-S funding is intended to support the cost of running an apprenticeship, but funding is based on prior years' actuals. Is there any funding for Labor/Management partnerships and non-profits to support the start-up of new apprenticeship programs when prior years' actuals may not be available?**
Visit the [DAS Funding page](#) for other grants and funding opportunities that might be more relevant to the startup costs, such as CA Apprenticeship Initiative Grants or High Road Training Partnership Grants.

8. Can Apprentice Wages be included in the Expense Report?

AIF-S: No, but administrative support costs may be included.

9. May an apprenticeship committee apply for AIF Support Funds?

Yes, program sponsors may submit for reimbursement. If the program has a Joint Apprenticeship Training Committee (JATC) or Unilateral Apprenticeship Training Committee (UATC), then the program must provide a letter from the JATC/UATC that is signed by all members designating the fiscal entity to receive AIF funding.

10. If recruiting employers, recruiting apprentices, supporting apprentices and placing apprentices with companies are being done by the LEA, would we be able to also apply for those reimbursement funds also?

Yes, eligible recipients of the funding are registered program sponsors of IACA associated apprenticeship programs that are registered with DAS CAS. The program sponsor could be Public Educational Institutions: Community College, K12, Adult Education, County Office of Education, California State Universities, Universities of California, Regional Occupational Program.

AIF-TRAINING QUESTIONS (22):

1. We are making state training dollars accessible to private for-profit organizations/schools? How is that defined?

AIF-T: Private educational institutions are not eligible to be direct recipients of the funding, however they are welcome to form a partnership with one of the local education agency (LEA) entities branch of the CA public education system including:

- K-12 School
- County Office of Education
- Regional Occupational Program
- Community College
- California State University
- University of California
- Adult Education

in which the LEA receives funding directly and oversees the quality of the education and validates that it is meeting the needs of the apprenticeship program. In this arrangement, the LEA is still the fiscal entity receiving the funding but can create an MOU to pass the funding onto that private training partner to cover the cost of training. However, the LEA is still responsible for quality oversight, reporting and fiscal management. The overhead of administering the AIF-T funds shall not exceed 20%.

2. AIF- Training Questions: Do you have to be the LEA of the program to award funds to the program? For example- you are an LEA that sources funding to help support your LEA as a whole but want to award funds to a program you want to partner with? And/or your programs are not supplying paperwork, so you still

want to work towards maximizing your AIF training funds, so you reach out to other programs in your area/programs you are aware of (Many do this with ETP when trying to use their MEC funds and others do with their Montoya funds to show they want to keep that level of funding in the future)

In order to submit for reimbursement, an LEA must be an LEA for that apprenticeship program. Every apprenticeship program registered with DAS is required to work with a Local Education Agency (LEA), and it is the LEA that will be recipient of the AIF-T funding. In order to add an LEA, a program should reach out to their DAS contact person and provide the letter of agreement/memorandum of understanding between the Apprenticeship Program and the LEA. DAS will then associate that LEA with the program and allow the program to report training provided by or overseen by that LEA, to then be eligible for AIF-T funding.

3. Can LEA's outsource the administration of the funds? – For example, there are LEA's that outsource to local workforce to distribute funds/administer funds

Yes, However the LEA is still responsible for quality oversight, reporting and fiscal management. The overhead of administering the AIF-T funds shall not exceed 20%.

4. Does the LEA have to provide the RSI? For example, you may have a county office of education as your LEA but go to your local community college for the training.

Every apprenticeship program registered with DAS is required to work with a Local Education Agency (LEA), and it is the LEA that will be recipient of the AIF-T funding. For AIF-T, DAS is requesting the program to report the LEA that either delivered or oversaw the training for each apprentice. In the example provided above, DAS recommends adding the community college as an additional LEA, since they are the ones delivering the education, and the funds should therefore be flowing directly to them.

5. Is there a maximum number of hours per day that can be submitted for training- so can it be 12 hours based on the apprentice being on a 12-hour shift pattern?

AIF-Training is referring to the related and supplemental instruction that is typically classroom training, not on the job training. There is no maximum hours of related and supplemental instruction training per day.

6. Is there a maximum number of hours of AIF an apprentice is able to be awarded per contract year (is it capped at 144 hours or could they receive 200, 300 hours etc. of training)

There are no specific caps, however see [AIF Guidance](#) Sections 1.4.4 and 2.2.1 for more details.

7. Does AIF cover lab training or just pure classroom instruction? (So not the practical hands on components that are in labs)

AIF-Training is referring to the related and supplemental instruction that is typically classroom training, not on the job training. If the lab training is part of the articulated related and supplemental instruction in the apprenticeship standards, then it is eligible for AIF-T. If it is considered part of the on-the-job training, then it is not eligible for AIF-T.

AIF-T: Eligible activities include:

*Instructional Costs, including: 80%

- Developing curriculum
- Instructor salaries
- Train-the-trainer costs or activities
- Classroom education or online training for apprentices
- Books and training materials
- Initial proficiency testing
- Equipment specifically for classroom training
- License exam costs
- Competency identification, development and validation

*Educational administration costs, including: 20%

- Integration and alignment with proximate work-based learning & CTE ecosystem
- Mapping competencies to education pathways and credentials
- Administration of transitioning courses to for-credit college courses
- Administration of courses and apprentices enrolling in classes
- Reporting apprentice training hours (RSI hours) to DAS

8. Will preference for funding be given to for credit vs not for credit? Depending on industry not for credit is as valuable as for credit in other industries.

There will not be any preference given to for credit vs not for credit. In the college context, the AIF-T can be utilized to cover the cost of for credit, non-credit or not-for-credit courses, as long as the course is part of the DAS registered apprenticeship program. However, we do hope in those contexts that all apprenticeship programs are working towards for-credit education, not only because that will be a more stable source of ongoing funding, but also because for-credit courses offer the most value to apprentices as they move forward in their workforce and educational pathway.

9. Section 2.6 shows eligible activities for funding is course development, classroom instruction, equipment for classrooms, instructor salaries- should these not fall under 1.6 as support- as training hours are supposed to cover the apprentices actual training time correct or can I submit trainer hours and development hours as well?

Costs connected to the training of the apprentices, such as course development, classroom instruction, equipment for classrooms and instructor salaries would all fall under AIF-T eligible expenses. For a list of AIF-S eligible expenses, see [AIF Guidance](#), Section 1.5.2 Step 3.

10. Does AIF Training Reimbursement mean a Local Educational Agency (LEA) may submit for it and Related and Supplemental Instruction (RSI) as well?

No. Please carefully review the [AIF Guidance](#) Section 2.3.1: Training Funding Methods, which very clearly articulates that if an LEA is covering the cost of training apprentices with RSI, they cannot also cover that cost with AIF-T.

11. What about single employers as the intermediary are they eligible? Or do they need to submit via LEA?

AIF-T: Private educational institutions are not eligible to be direct recipients of the funding, however they are welcome to form a partnership with an LEA, in which the LEA receives funding directly and oversees the quality of the education.

12. If a program received CAI New and Innovative grant funding to start a program, can they also submit for this reimbursement funding?

Yes.

13. Can the LEA be the employing entity?

Yes, as long as they are added as an employer using a DAS-7 Agreement and are following all aspects of the apprenticeship standards as registered.

14. Are the training dollars calculated for OJT hours or RSI hours?

AIF-T: AIF-T aims to be equivalent to the RSI hourly rate set each year in the budget process. Like RSI funding, AIF-T is calculated using training hours and seeks to reimburse instructional training time, not OJT.

15. If a program is funded by a CAI grant during the eligibility period are the apprentices considered eligible for AIF funding?

AIF-T: Yes

16. What if you have one LEA but six participating colleges. Who receives the funds the LEA or the college that has the apprentice enrolled?

AIF-T: Each participating college is an LEA, even if there was a separate LEA that the standards were registered with. In this context each college should be submitting for reimbursement through AIF-T since they are the LEA that is delivering the classroom training to apprentices. In order to add an LEA, a program should reach out to their DAS contact person and provide the letter of agreement/memorandum of understanding between the Apprenticeship Program and the LEA. DAS will then associate that LEA with the program and allow the program to report training provided by or overseen by that LEA, to then be eligible for AIF-T funding.

17. Can an apprenticeship program be developed without a post secondary institution? (for example a collaboration between K-12, Adult School and WIB/non-profit)

AIF-T: For DAS approval a LEA is defined relative to apprenticeship, a Local Education Agency (LEA) is the entity who delivers and/or oversees (approves) the related and supplemental instruction (RSI, also known as curriculum) delivered during an apprenticeship program (as listed in the approved standards). As defined by Labor Code §3074, LEAs are “state and local boards responsible for vocational education”. While any entity may deliver apprenticeship curriculum, only CA Community College, University or State College, Approved CA Dept. of Ed. (K-12, County Office of Education, Adult Education) may approve apprenticeship curriculum. In the context of AIF, LEA is inclusive of all public educational institutions as listed above.

18. If the LEA we use is only approving and not providing the RSI can the provider apply for the AIF-T funding, or does it have to be the LEA who signed our letter? And what if the provider is a private company?

AIF-T: Private educational institutions are not eligible to be direct recipients of the funding, however they are welcome to form a partnership with an LEA, in which the LEA receives funding directly and oversees the quality of the education.

19. Are continuing ed programs at the CSUs eligible for reimbursement?

AIF-T: An LEA is inclusive of all public educational institutions including CSU's.

20. Is there a minimum or maximum training hour requirement by an LEA for eligibility?

AIF-T: No, AIF-T eligible training is any related instruction included within the approved program standards of an IACA associated DAS registered apprenticeship program.

21. Our training was from September to June a school year in 2022, we already received RSI payment. My question is do we qualify for AIF funding \$3,500 + \$1,000 for our graduate?

AIF-T: No. Please carefully review the AIF Guidance Section 2.3.1: Training Funding Methods, which very clearly articulates that if an LEA is covering the cost of training apprentices with RSI funding, they cannot also cover that cost with AIF-T.

AIF-S: The \$3,500 + \$1,000 for completion is intended to cover the cost of running an apprenticeship program, aggregating employer demand, and recruiting, supporting and placing apprentices. AIF-S goes to the program sponsor. If the LEA is the program sponsor, then it is possible that they can be eligible for AIF-S, but if the LEA is only providing the classroom training, then they would not receive the AIF-S funding.

22. If an LEA is approached by a program sponsor in 2023 to become the LEA for a program that did not previously have an LEA, can that LEA submit for reimbursement in 2023 through AIF-T and hold any of that funding for the overhead of being an LEA?

AIF-T is a reimbursement model, therefore if an LEA is submitting for reimbursement, they will need to demonstrate actual costs. Therefore, if an LEA becomes the LEA for a program in 2023, they cannot retain any of that funding because they had no reimbursable activities in 2023. They could submit for reimbursement on behalf of the program and pass that funding onto the program sponsor, however in that first year, the LEA could not retain any of that funding, since there are no reimbursable activities. However, if they become the LEA in 2023, then in the 2024 AIF submission window, they could then submit for reimbursement of activities of being the LEA for a program in 2023.