

DAS AIF PY 2024-25
AIF – Training Expense Narrative

Local Education Agency:

Program Name(s):

In this narrative expense report, provide breakouts and narrative around all expenses articulated in the AIF-Training Expense Report.

ADMINISTRATIVE EXPENSES

A. (A-D) Staff Salaries:

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits

Describe the role(s) of the position(s) related to the apprenticeship:

E. Travel \$

Describe details of included travel and connection to apprenticeship.

F. Operating Overhead \$

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Detail all Operating Overhead costs.

INSTRUCTIONAL EXPENSES

If the LEA is a Community College (CC), CA State University(CSU) or University of CA(UC) in which the education for the apprenticeship program is delivered through for-credit education through the LEA, then those LEAs can report the total tuition cost in Section P as an alternative to the itemized instructional expenses G-O. All other LEAs and contexts of instructional delivery must itemize G-O.

G. (G-J) Staff Salaries:

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits

Describe the role(s) of the position(s) related to the apprenticeship instruction:

K. Travel \$

Describe details.

L. Training Materials Cost \$

Describe expenses related to training materials for the apprentices and apprentice instruction.

M. Train the Trainer \$

Describe the specific training that was provided to the trainers

N. Exam Costs \$

Describe costs related to licensure or other exams.

O. Other \$

Clearly explain these costs, which do not fit into the specific categories above.

P. Tuition Amount \$

Only LEAs that are CC, CSU, or UC in which the education for the apprenticeship program is delivered through for-credit education through the LEA can utilize this section as an alternative to the itemized instructional expenses G-O. In this section describe the total tuition cost. If the LEA is a CSU or UC and is charging tuition, they are required to reduce the tuition charged by at least 80% of the amount of AIF-T received. In this context, use this section to describe the total tuition expense and how that is being offset by AIF-T.